



Canada Council
for the Arts Conseil des arts
du Canada

MUSIC SECTION

New Music: Multi-Year and Annual Grants

Follow these three steps to apply for this grant:	
Step 1	Read the Program Guidelines for details about the purpose of the program, who and what is eligible, grant amount, application assessment process and criteria, etc.
Step 2	Read the Important Information section. If you still have questions about the program or the application process, contact the program officer indicated below.
Step 3	Complete all sections of the attached application form . Be sure to use the Checklist (Part F 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 for the Arts is committed to equity and inclusion, and welcomes applications from diverse Aboriginal, cultural and regional communities, and from people with disabilities.

Deadline

1 April 2015 (annual applications only)

The next **multi-year** application deadline is April 2016. No multi-year applications will be accepted until this date.

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

Your completed application 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, incomplete applications, or those submitted by fax or email.

Further Information

Jeff Morton

Program Officer

Music Section

Canada Council for the Arts

150 Elgin Street, P.O. Box 1047

Ottawa ON K1P 5V8

jeff.morton@canadacouncil.ca

1-800-263-5588 (toll-free) or 613-566-4414, ext. 5211

T*TY: 1-866-585-5559

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PROGRAM GUIDELINES

<p>Mandate of the Music Section</p>	<p>The Music Section supports the ongoing development of outstanding, artistically driven Canadian music. Created, performed and disseminated by professional artists and arts organizations, it expresses the country’s cultural, aesthetic and intellectual diversity for the benefit of the Canadian and international public.</p>
<p>Program Objectives</p>	<p>Statement</p> <p>Many musicians and composers constantly push at the boundaries of the discipline, developing innovative ways of creating and disseminating musical works, while taking considerable aesthetic risks.</p> <p>By stimulating innovative approaches to concert production, Canadian new music artists, collectives and arts organizations contribute to the diversity and uniqueness of Canadian life; while fostering novel ways to reach audiences, and ensuring the ongoing renewal of the discipline.</p> <p>Through this program, professional artists, collectives and arts organizations receive a grant for the production of highly specialized new music concerts and events.</p> <p>Objectives</p> <p>This program is designed to:</p> <ul style="list-style-type: none"> • recognize and support artistic excellence in the various forms of new music • encourage the creation and performance of professional, highly specialized new music • foster high standards of professionalism in emerging new music practices • advance the accessibility and understanding of new musical voices to Canadian audiences.
<p>Program Description</p>	<p>The New Music program provides multi-year (two-year), annual and project grants to Canadian professional ensembles, performing groups, collectives, specialized producers/presenters and non-profit organizations devoted to the development and presentation of new music in public venues and before a live audience. The project grant component of this program has its own guidelines and application form which are available on the Canada Council’s website.</p> <p>Eligible forms of new music are not defined by specific aesthetic categories, but all applicants should be aware that the nature of the program is to support ground-breaking musical creation in a diversity of innovative approaches, as well as risk-taking in the overall development of the art form.</p> <p>Some of the common forms of new music include (but are not limited to) the following:</p> <ul style="list-style-type: none"> • contemporary classical • musique actuelle • free improvisation • electroacoustic / acousmatic • audio art / sound art • sound installation • turntable art

<p>Program Description (continued)</p>	<p>Multi-year and annual grants</p> <p>Multi-year grants contribute financial support, over two years, for the applicant organization’s overall local activities and operational structure.</p> <p>Annual grants contribute financial support, on a yearly basis, for the applicant organization’s overall local activities and operational structure.</p>
<p>Eligibility</p>	<p>Note that meeting the eligibility criteria does not guarantee that you will receive a grant.</p> <p>All applicants</p> <p>Co-productions and free concerts are welcome additions to your programming, but the minimum of annual self-produced and ticketed events must be met.</p> <p>Applicants must also:</p> <ul style="list-style-type: none"> • take the main responsibility for the operational framework of all of their presentations • engage professional artistic personnel • ensure that all required activities take place in the organization’s home market • have an administrative infrastructure in keeping with the nature of their artistic production • receive significant support from other sources • not carry an accumulated deficit that threatens the viability of their organization. <p>Multi-year grant applicants</p> <p>Applicants to this component must meet the requirements as indicated above and must also:</p> <ul style="list-style-type: none"> • be incorporated non-profit organizations with a board of directors. Organizations with less formal structures are eligible for annual and project grants. • have presented at least two full seasons of local performances, including at least three different events, ensuring consistency and continuity in their yearly series of concerts/events. A minimum of three different events are required annually, and these must be self-produced and ticketed. <p>Annual grant applicants</p> <p>Applicants to this component must meet the requirements at the beginning of this section and must also:</p> <ul style="list-style-type: none"> • have presented at least two full seasons of local performances, including at least two different events. A minimum of two different events, which must be self-produced and ticketed, plus another public activity (tour, CD launch with performance, workshop, etc.) are required annually.

<p>Eligibility (continued)</p>	<p>Restrictions</p> <p>Applicants or organizations already receiving annual or multi-year funding may apply for a Special Project grant by using the New Music: Project Grants program form. Only projects that are truly special (not normally included in the organization’s mandate or regular activities) will be considered. Applicants should verify the eligibility of their project with the program officer before applying.</p> <p>Small ensembles and collectives with a less formal structure are eligible for annual grants, but are not eligible for multi-year Grants.</p> <p>Only applicants that have received at least two consecutive project grants from the New Music program and that meet the basic eligibility criteria may apply for annual or multi-year grants.</p> <p>Successful applicants to the New Music program cannot receive funding from the Concert Production component of the Music: Production Grants program.</p> <p>In cases where the peer assessment committee lacks confidence in extending multi-year support, it may recommend annual or project funding.</p> <p>Reinstatement to any prior program level requires consultation with the Music Section program officer, but in most cases applicants will be required to meet the eligibility criteria as indicated in this section.</p> <p>Ineligible applicants</p> <p>New Music festivals organized by symphony orchestras cannot receive funding from this program. Organizers of such events should apply to the Music: Grants to Professional Orchestras program.</p>
<p>Grant Amount</p>	<p>Grants will be awarded based on a competitive process. The peer assessment committee will recommend the funding priorities and establish the amount of the Canada Council’s contribution to the proposed activities of successful applicants. The committee bases its decisions on the program’s assessment criteria and on the available funds.</p> <p>These grants cannot be used to fund activities that have already been completed or for expenses that were incurred before this program deadline.</p> <p>Peer assessment is a competitive process within which regular adjustments to grant amounts are made. Funding adjustments, increases or decreases, are based on an organization’s performance according to the program objectives and assessment criteria. Adjustments also reflect the funds available and the number of applicants competing for those funds. While an increase to a grant amount does not have a maximum (or up to the maximum grant amount in a program), a decrease as part of the regular peer assessment process for any annual or multi-year competition will not exceed 20% in accordance with the Regular Adjustments Policy.</p> <p>If your organization is successful in obtaining operating grant funding, it will be subject to the Canada Council Fair Notice Policy.</p>

<p>CADAC Financial and Statistical Reporting</p>	<p>The Canada Council for the Arts collects financial and statistical information through a national online database called CADAC (Canadian Arts Data / Données sur les arts au Canada). The CADAC website https://www.thecadac.ca/ enables arts organizations applying for operating funding from public funders that are partners in CADAC to submit their financial and statistical information in the same format.</p> <p>Arts organizations that apply for an operating grant at the Canada Council for the Arts are required to use the “CADAC Financial Form for Arts Organizations” and the “CADAC Statistical Form for Arts Organizations” to submit the information that is required in Part D of the attached application form. Please go to the CADAC website https://www.thecadac.ca/ to access and use these forms. Step-by-step instructions for the process of completing, uploading, and submitting the required information is provided in Part D of the attached application form.</p> <p>Applicants are encouraged to review the following guides at https://www.thecadac.ca/cms/en/guides.html for useful instructions on how to complete both the CADAC Financial and Statistical Forms.</p> <ul style="list-style-type: none"> • CADAC Financial Form for Arts Organizations: https://www.thecadac.ca/cms/en/documents/CADACFormFinancial-Eng_006.pdf • CADAC Statistical Form for Arts Organizations: https://www.thecadac.ca/cms/en/documents/CADACFormStatistical-Eng_004.pdf
<p>Assessment of Applications</p>	<p>Assessment process</p> <p>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 professionals in the field of Music. Committee members will also be selected with consideration to fair representation of artistic specializations, gender, generations, Canada’s two official languages, Aboriginal peoples and the cultural and regional diversity of Canada. New committees are formed for each competition.</p> <p>All recommendations are final.</p> <p>For further information on this subject, please see “Peer Assessment: How the Council Makes its Decisions”, posted on the Canada Council’s website.</p> <p>Assessment criteria</p> <p>This is a very important section of the application process. The committee bases its review of eligible applications on the assessment criteria listed below. These criteria are applied within a national competitive and comparative context taking into account each organization’s artistic mandate, geographic and artistic environment, and available resources.</p> <p>The assessment criteria are weighted, which means that some criteria are considered more significant than others. The relative weight of each criterion is expressed as a percentage.</p>

<p>Assessment of Applications (continued)</p>	<p>As you describe what you do, be sure to indicate how your Outreach and Audience Development Activities, as well as your Administrative and Financial Stability, support the artistic vision of your organization.</p> <p>1. Artistic merit (60%)</p> <p>This section refers to the artistic quality of production and presentation maintained by the organization, and to its programming choices. Assessment focuses on how those choices reflect the applicant’s artistic mandate and on the quality of the programming delivery. Explain how your programming concept provides coherence and flow from individual events to concert series and seasons.</p> <p>There are three parts to the discussion of artistic merit: (a) intent (b) realization and (c) impact. Your artistic statement should have three subtitles, corresponding to each of these parts.</p> <p>(a) Intent</p> <p>As the <i>raison d’être</i> for past accomplishments and future plans, your stated artistic intent is the standard against which all your activities will be compared. The Artistic Director should interpret that mandate in a clear, personal expression of his or her current guiding artistic direction.</p> <p>In parts (b) and (c), the peer assessment committee will look at the realization of the artistic intent, and the impact of that realization. They will consider both past accomplishments and your proposed work.</p> <p>(b) Realization</p> <ul style="list-style-type: none"> • Quality of artistic practice • Quality of presentation in public performance, including production values. • Innovation - inventiveness or the re-invigoration of what already exists (style, genre and repertoire) • Risk-taking • Integrity of the whole. <p>(c) Impact</p> <p>This refers to the resonance of the work, its positioning, the creative process involved, and the effect of the work on artists and audiences.</p> <ul style="list-style-type: none"> • Resonance - how the work/programming/event is singular and memorable • Positioning - the relationship of the work to the balance of the artists’ or organization’s body of work, as well as its place on the local, provincial, national and international scenes, where relevant. • Contribution to the development of the art form. <p>2. Outreach and audience development activities (20%)</p> <p>This criterion refers to your organization’s role in the community at large and in the new music milieu. It encompasses your professional development, dissemination activities, outreach and collaborative efforts. It also includes the overall importance of your organization to the cultural wealth of Canada.</p>
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Assessment of Applications (continued)

The peer assessment committee will consider activities that contribute to your organization's influence or impact on the many communities within which it functions at the local, provincial, national and international levels. You should include a clear description of your organization's plans for these areas, as well as an assessment of current and past activity.

Equally examined are the activities and initiatives undertaken by your organization to expand its audiences, to develop effective marketing strategies, and to contribute to the dissemination of and advocacy for new music and its artists. Fully describe any activities that your organization has undertaken to achieve these objectives. Also indicate the role your organization plays in contributing to the development of current and future generations of artists in the field.

Specifically, the peer assessment committee will consider the activities and initiatives your organization has undertaken to:

- develop effective outreach and marketing strategies and initiatives
- develop audiences
- contribute to the ongoing professional development of the art form,
- develop and maintain constructive relationships with other organizations in the artistic community.

The feasibility of future goals in these areas will be discussed in relation to the relative success of your past or current initiatives.

3. Administrative and financial stability (20%)

Access to annual or multi-year funding is based on the overall administrative and financial health of the applicant organization.

This section refers to how the administrative infrastructure of your organization supports and strengthens its artistic mandate and provides the proper framework to manage growth or change successfully. This will be considered in the context of your organization's financial, economic and geographic environment.

The evaluation will specifically consider:

- the effectiveness of your organization in administrative and financial management in support of artistic growth, including evidence of a diversification of revenue sources
- the financial stability of your organization, as demonstrated by an appropriate balance between expenditures and revenues and by success in forecasting potential risks of a project or development plans
- judicious planning and allocation of resources to production, marketing and administration,
- the viability of the submitted annual or multi-year plan and your organization's ability to carry it out using available resources.

Note: Annual and multi-year funding requires that this discussion be thorough and accurate. In keeping with the increased relevance of this section's evaluation, larger, more complex organizations must submit a detailed overview, on par with the complexity and scope of their activities.

<p>Assessment of Applications (continued)</p>	<p>If there are major changes to budget practices compared to previous years, please provide reasons. If there are major discrepancies between past budget projections and actual figures, explain how these discrepancies occurred and what measures are planned to deal with the results. This includes providing a clear indicator of budgetary variance due to an exceptional circumstance or extraordinary programming activities such as festivals or special events.</p> <p>The Music Section encourages innovative programming and, therefore, takes into consideration temporary financial difficulties that may result from such programming.</p>
<p>Fair Notice to Organizations</p>	<p>The Canada Council is committed to a transparent process whereby concerns about organizational viability and competitiveness, and the possibility of substantial funding reductions, are conveyed to organizations in a timely manner. The Canada Council recognizes the value of long-range planning for arts organizations and endeavours to provide advance notice of significant adjustments in operating support.</p> <p>Any grant reduction of more than 20% requires advance notice as per the Fair Notice Policy. Fair Notice is issued to an organization when it is assessed as underperforming against the program objectives and assessment criteria, and/or its activities have changed to the extent that they are no longer consistent with the program objectives.</p>
<p>Concerned Status</p>	<p>Concerned Status is a tool to help monitor the organizational health of arts organizations receiving operating support.</p> <p>An organization may be placed on Concerned Status if the Canada Council has concerns about the organization's health. Organizational health comprises four elements: organizational structure (governance and strategic planning), human resources, financial resources and physical resources.</p> <p>The organization will be notified in writing explaining why the Concerned Status applies, how the organization will be monitored and what conditions must be satisfied in order for an organization to remain competitive in an operating program.</p>

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

<p>Part A1 – Identification of applicant</p>	<p>If a person or manager/agent is completing the application form on behalf of the applicant, please provide your name, address and contact information requested in the application.</p>
<p>Part A3 – Amount requested and New Music practice</p>	<p>Please note that multi-year grants requests are for two years. Annual grants requests are for the next season only.</p>
<p>Part A4 – Declaration</p>	<p>The request must bear original signatures, even if the actual document submitted is a copy of the original. Note: The Board president or chairperson must approve and sign all applications.</p>
<p>Part A5 – Profile of organization</p>	<p>A concise description will contribute greatly to a positive presentation of your organization. You can provide much of the requested information in bullet form.</p>
<p>Part A6 – Structure of organization</p>	<p><i>Corporate affiliations</i> (point 4) are requested for information only. This refers to organizations of which your organization is a professional member (such as associations and other professional representative bodies).</p>
<p>Part B – Basis of assessment</p>	<p>Do not submit more than 12 pages for multi-year grants requests or 6 pages for annual grants requests. Pages exceeding this limit will not be assessed.</p> <p>You can organize the material as you wish, but make sure that the peer assessment committee can easily understand your statement. You must describe specific objectives, strategies and actions to be adopted for coming seasons. Explain briefly why each objective has been chosen as a priority and how your organization intends to achieve it. Please refer to the assessment criteria for specifics.</p>
<p>Part C – Summary of major activities</p>	<p>Please complete this section by using the provided appendices as templates. Use as many copies as needed.</p> <p>You can use your own computer printout, if it corresponds exactly to the templates. It is essential that information be presented in a standard format.</p> <p>Appendix A – Details of programming</p> <p>Describe the programming for the last two years, the current year and next year (the next two years for multi-year applicants). Include a brief description of any other activities.</p>

<p>Part C – Summary of major activities (continued)</p>	<p>Appendix B1 – Production budgets</p> <p>Fill in copies of the appendix, outlining the budget expenses and revenues per production. For annual applicants, you must provide details on the two previous seasons, current season and upcoming season, for a total of four seasons reported on. For multi-year applicants, you must provide details on the two previous, the current and the two forthcoming seasons, for a total of five seasons reported on. Use as many copies of this appendix as necessary.</p> <p>Each event or concert of the season should be accounted for separately. If you present a large number of concerts grouped in series, use the columns to account for the series, rather than for single concerts.</p> <p>No ongoing operational, overhead or administrative figures are to be placed in this appendix; show production figures only.</p> <p>Note: All lines titled “Other” must include specific details.</p> <p>If your organization has had or is planning to have a touring or recording activity, please provide a clear breakdown on a separate sheet.</p> <p>Appendix B2 – Co-production budgets</p> <p>Be sure to provide clear financial arrangements from all involved parties, in order to help peer assessment members better understand how you work with other organizations and your position in your home market.</p> <p>Please detail all of your co-production arrangements for the next season(s), using as many copies of this template as necessary.</p> <p>You can replace the template with a copy of the agreement between your organization and the co-producer, but only if it clearly details the financial arrangements.</p>
<p>Part D – Financial and statistical information</p>	<p>All applicants must complete the “CADAC Financial Form for Arts Organizations” and “CADAC Statistical Form for Arts Organizations” via the CADAC online database. Follow the instructions provided in Part D of the application form.</p>

IMPORTANT INFORMATION

<p>Processing the Application</p>	<p>Application preparation</p> <ul style="list-style-type: none"> • You are responsible for providing all the information and support material requested. • The Canada Council will make decisions about your eligibility based on the information you provide in your application. • Submit only the material requested. Extra material will not be shown to the peer assessment committee. • Carefully choose your support material as committee members have limited time in which to study each application. • Do not submit originals. The Canada Council is not responsible for the loss or damage of support material submitted. • It is important to inform the Canada Council of any changes to your contact details. <p>Format and layout</p> <p>All the documents requested and the application form must be submitted:</p> <ul style="list-style-type: none"> • 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). <p>Avoid unusual formatting as it can make documents hard to read.</p> <p>Acknowledgement of receipt</p> <p>The Canada Council for the Arts will send you a notice acknowledging that your application has been received. It does not confirm that your application is eligible.</p> <p>Response time</p> <p>You will be informed of the competition results, by mail, after the quarterly meeting of the Canada Council’s board of directors. The Canada Council does not release results by telephone or email.</p> <p>You may access the list of Past Recipients on the Canada Council’s website. You may also contact the Canada Council, in writing, to request the list of peer assessors.</p>
<p>Personal Information</p>	<p>The Privacy Act 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 Privacy Act. The information will be stored in a series of Canada Council data banks described in Info Source, a government publication that is available on the Internet. All other information may be accessible to others under the Access to Information Act.</p> <p>The Canada Council for the Arts 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>Grant Terms and Conditions</p>	<p>If your application is successful, the terms and conditions will be outlined in the grant notification letter. These are some of the conditions:</p> <p>Grant payment</p> <p>Annual grants will be paid in installments. The first payment will be sent to you upon receipt of the signed grant acknowledgement form and after you have satisfied any conditions that are described in your grant notification letter. The terms and conditions will be outlined in the grant notification letter.</p> <p>Multi-year grants will be paid in installments. The first installment will be paid upon receipt of the signed grant acknowledgement form and after you have satisfied any conditions that are described in your grant notification letter.</p> <p>The second-year grant payment will be made upon receipt, review and approval of an interim report from the organization. The report must include a brief confirmation of activities from the previous season, and an updated, concise artistic and administrative/financial plan for the current season (maximum of two pages). Financial reporting must also be done via CADAC.</p> <p>Should its parliamentary appropriation be reduced, the Canada Council may adjust funding commitments in a multi-year cycle.</p> <p>The Canada Council reserves the right to redistribute, delay or suspend payments if the organization:</p> <ul style="list-style-type: none"> • does not carry out its planned program of activities • undergoes major changes in artistic and/or administrative direction • does not meet its obligations as a grant recipient, including the requirement to submit regular reports to the Canada Council and comply with the acknowledgement policy. <p>Acknowledgement of Canada Council for the Arts support</p> <p>You must acknowledge the support of the Canada Council for the Arts in all promotional material associated with the grant. Details about the acknowledgement policy will be included with the grant notification letter.</p> <p>Final report</p> <p>Final reports are now considered as part of future applications. Because the deadline for the program (April 1) falls within a season still in progress, your new application will represent the Final Report for the grant awarded two cycles previously (two years previous for annual grants, and four years previous for multi-year grants).</p> <p>If you do not reapply, a final report for this grant will be due by the date specified in your grant notification letter.</p> <p>Detailed financial accounting is also required using CADAC. If you wish, you may add a narrative detailed covering letter and related materials.</p>
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New Music: Multi-Year and Annual Grants

- 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 – IDENTIFICATION OF APPLICANT										
Registered name of organization / legal name of applicant: <hr/>	If applicable, name of person or manager/agent that is completing this application form on behalf of the applicant: <hr/>									
Permanent address of applicant: <hr/> Street address and apartment or suite number <hr/> City <hr/> Province or territory Postal code <hr/> Telephone Fax <hr/> Email Website	Mailing address (if different from the permanent address of applicant): <hr/> Street address and apartment or suite number <hr/> City <hr/> Province or territory Postal code <hr/> Telephone Fax <hr/> Email Website									
PART A2 – CADAC ID										
Please provide your CADAC ID below. CADAC ID: _____ Note: Go to the CADAC (Canadian Arts Data/Données sur les arts au Canada) website at www.thecadac.ca to register your organization. You will receive your CADAC ID through an email confirmation from CADAC. You must indicate this number above or your application will be considered incomplete.										
PART A3 – AMOUNT REQUESTED AND NEW MUSIC PRACTICE										
Period to be covered by this grant and amounts requested (see application guidelines): Annual (2015-2016) \$ _____ Financial year-end: (day/month/year) _____										
Please identify your new music practice: <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Contemporary Classical</td> <td style="width: 33%;"><input type="checkbox"/> Musique actuelle</td> <td style="width: 33%;"><input type="checkbox"/> Free Improvisation</td> </tr> <tr> <td><input type="checkbox"/> Electroacoustic/ Acousmatic</td> <td><input type="checkbox"/> Audio art/ Sound art</td> <td><input type="checkbox"/> Sound installation</td> </tr> <tr> <td><input type="checkbox"/> Turntable art</td> <td><input type="checkbox"/> Other _____</td> <td></td> </tr> </table>		<input type="checkbox"/> Contemporary Classical	<input type="checkbox"/> Musique actuelle	<input type="checkbox"/> Free Improvisation	<input type="checkbox"/> Electroacoustic/ Acousmatic	<input type="checkbox"/> Audio art/ Sound art	<input type="checkbox"/> Sound installation	<input type="checkbox"/> Turntable art	<input type="checkbox"/> Other _____	
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<input type="checkbox"/> Turntable art	<input type="checkbox"/> Other _____									

PART A4 – DECLARATION

We prefer to communicate with the Canada Council in English French

For your organization to be eligible for consideration, you must sign below to confirm the following statements.

As representatives of the applicant organization:

- We have carefully read the eligibility criteria for this program, which are described in the application guidelines, and confirm that the organization we represent meets these criteria.
- We accept the conditions of the program and agree to abide by the Canada Council's decision.
- We are aware that the Canada Council is subject to the Access to Information Act and Privacy Act, as described in the application guidelines

We confirm that the statements in this application are complete and accurate, to the best of our knowledge.

President/Chairperson

Artistic Director

General Manager /
Administrative Director

Signature

Signature

Signature

(Original signatures are required.)

Date

Date

Date

PART A5 – PROFILE OF ORGANIZATION

Please describe your organization and the events or activities that may have marked its development, in a maximum of **1,000 words** (approximately **two pages**), on separate sheets. Address each of the points below. You may use point form if you wish.

1. What is your organization's artistic mandate, as stated in its articles of incorporation? Provide the mission statement if not incorporated. (Note: Applicants for multi-year grants must be legally incorporated organizations.)
2. In what year was your organization formed?
3. Please provide a list of artistic directors, past and present, and their periods of association with your organization.
4. Approximately how many works have been commissioned since the formation of your organization?
5. How many works have been commissioned in the past three years?
6. Please list activities with international impact, such as tours, appearances at festivals, and presentation of foreign performers and/or composers.
7. If you are part presenter and part producer (that is, you present performers, ensembles, etc., but also curate and produce your own concerts within the same season), please indicate the percentage of each category. For example, "of eight concerts, three are presented and five are produced" or "our organization is 50% presenter and 50% producer." Please indicate the variability of this from season to season. **Unless otherwise stated, this program will assume that all small ensembles are producers of their own events and do not participate as presenters.**
8. Provide an updated list of **major** events or changes, positive and otherwise, over your organization's history. Please include dates.
9. Elaborate on the particular place and role your organization occupies in your art form, and the context in which you work. How do you see yourself within the ecology of your discipline in a regional, national and international context, if applicable?

PART A6 – STRUCTURE OF ORGANIZATION

Please provide the following information using the template provided:

1. Board of directors – Provide the names of the following officers of your organization: Past President, President or Chairperson, Treasurer and other officers. Indicate the professions and corporate affiliations, if any, of the executive committee members.
2. Details of incorporation (if applicable) – Include the legal name under which your organization is incorporated, the type of charter, date of the charter, and charitable licence number.
3. Core personnel – List your core artistic team and administrative staff, using the designations Regular (full- or part-time), Term Contract (full- or part-time), Casual Contract, and Professional Services Contracts. Ensembles should list core artistic members.
4. Corporate affiliations – Name any other non-profit organizations to which your organization is related, financially or through other types of affiliation. Examples include universities, colleges, residencies, a foundation for your organization, and an endowment administered on behalf of your organization by another. Briefly explain the nature of the affiliation in each instance.

<p>Board of Directors</p> <p>Past President: _____</p> <p>President or Chairperson: _____</p> <p>Treasurer: _____</p> <p>Other Board Members: _____</p> <p>_____</p>	<p>Details of incorporation (if applicable)</p> <p>The organization is incorporated under the following name: _____</p> <p>Type of charter: _____</p> <p>Date of charter: _____</p> <p>Charitable licence number: _____</p>
<p>Core artistic team (names and titles):</p> 	<p>Core administrative staff (names and titles):</p>
<p>Number of Full-Time Employees:</p>	<p>Corporate Affiliations (where applicable):</p>
<p>Number of Part-Time Employees:</p>	

PART B – BASIS OF ASSESSMENT**Three statements are required.**

Each statement addresses one of three weighted criteria—artistic merit (60%), outreach and audience development (20%) and administrative and financial stability (20%)—which are described in detail in the application guidelines. Ideas or suggestions for writing these statements are given below.

The peer assessment committee determines the relative merit of your application through discussion of the following:

- the audio support material provided with the application
 - the observations of the peer assessment committee members who have seen and heard your work
 - the written statements you provide in the application form
1. **Artistic statement** (60%) – Use subheadings (Intent, Realization and Impact) to divide this statement into three parts.
 2. **Outreach and audience development statement** (20%) – Please write at least two pages for multi-year grant applications and a minimum of one page for annual grant applications for this statement.
 3. **Administrative and financial stability statement** (20%) – If your organization has incurred an accumulated deficit of 10% or greater, your access to multi-year grants will be undermined. If this situation applies to your organization, explain how you will retire the deficit.

While your statements must be detailed enough to enable the peer assessment committee to make informed recommendations, we encourage you to be as concise and focused as possible. Considering the reading volume required of the committee, responses to Part B must be limited to a total of **6 pages for annual grants requests and 12 pages for multi-year grants**.

Suggestions for writing your statement:

- Bullets are useful for clustering ideas.
- Please structure your discussion in clear, succinct paragraphs and use subheadings to organize your writing.
- Have a colleague read your statements to check for clarity, logical sequence and flow.

Sometimes it helps to state what you **do not do**; for example, “Our organization does not interpret work of European masters/rely on an existing body of repertoire/present other artists.” “Our organization does not focus its outreach efforts on schools.” You may then go on to say where your organization does focus its energies.

Suggestions for writing your artistic statement**Intent**

In this section, express the central artistic vision, mission, purpose or mandate of your organization in simple terms – not the formal language used in your organizational profile. Describe the path you have chosen to bring that central idea to life. Outline events, activities and developments that have advanced your organization in its artistic vision, mission, purpose or mandate. Also address your plans for the upcoming seasons.

PART B – BASIS OF ASSESSMENT (continued)**Realization**

In reviewing the current year, explain how the activities have achieved or challenged your intentions for the artistic development of your organization. This could be particularly interesting if a program or event did not fulfil your artistic objectives. Risk-taking is part of creating art and implies that not every work will be successful.

Impact

How do you measure the impact of your organization's work on audiences as well as on the local, provincial, national or international new music milieu?

Suggestions for writing your outreach and audience development statement

Describe any **ongoing** activities your organization has undertaken to support the development of the milieu (such as training, mentorships or workshops). Indicate what role your organization plays in the ongoing development of current and future generations of new music artists.

Describe how you have identified your organization's audiences, and what measures you have undertaken to strengthen and expand your core base of support in your home market.

Suggestions for writing your administrative and financial stability statement

Describe the administrative structure of your company and how this relates to the organization's artistic objectives. The larger and more complex your organization, the more detail you should provide. Explain how the operating budgets for the proposed years of support were developed. If there are major changes from past practice in those budgets, provide a detailed explanation. If there are major discrepancies between past budget projections and actual figures, explain how these discrepancies occurred and what measures are planned to deal with the results.

PART C – SUMMARY OF MAJOR ACTIVITIES

Please complete Appendices A, B1 and B2 as explained in the guidelines.

- Use Appendix A to provide details about programming.
- Use Appendix B1 to present the production budgets.
- Use Appendix B2 to provide financial information on co-productions.

PART D – FINANCIAL AND STATISTICAL INFORMATION

The information provided in this part, in the form of financial reports and budget forecasts, allows the Canada Council to determine the extent to which the organization exhibits sound financial management and viable budget forecasts. Statistical information provided through CADAC enables the Canada Council to collect aggregate data for research and reporting on all arts organizations that we fund in our operating grants programs, while also allowing organizations to generate their own useful reports.

To submit your financial and statistical information for this application, you must use the “CADAC Financial Form for Arts Organizations” and the “CADAC Statistical Form for Arts Organizations” at www.thecadac.ca.

Annual applicants will be required to submit statistical information for the current season, and financial information for the two previous, current and upcoming season, for a total of four seasons reported on. **Multi-year applicants** must submit statistical information for the current season, and financial information for the two previous, the current and the two forthcoming seasons, for a total of five seasons reported on.

You will be required to submit statistical information for the current season, and financial information for the current and next seasons. You must also submit financial and statistical information to CADAC for the two previous seasons, if you have not already done so.

Follow these steps to download, complete, upload and submit the forms to CADAC:

STEP 1

Register your organization with CADAC at www.thecadac.ca as early as possible to ensure that you have enough time to assemble and submit the required financial and statistical information.

STEP 2

Download, complete and **upload and submit** in CADAC the “Financial Form for Arts Organizations” and “Statistical Form for Arts Organizations”. Repeat this step if you need to add to and (or) change your financial or statistical information, or if you are filling out the form for another year.

OR

Enter your financial and statistical information directly in CADAC, **save and press the ‘Submit’ button.**

STEP 3

Submit your organization’s financial statements to CADAC, if you have them in an electronic version. If not, mail your signed copies to CADAC at the address below:

CADAC FINANCIAL STATEMENTS SUBMISSION

150 Elgin Street,
P.O. Box 1047,
Ottawa, ON K1P 5V8

Please note that the following type of financial statement is required by the Canada Council for the Arts. If your organization’s last Canada Council annual operating grant was:

- \$100,000 or more, you are required to submit an audited financial statement
- between \$50,001 and \$99,999, you are required to submit a review engagement, and
- \$50,000 or less, you are required to submit an internal financial statement.

If your organization is a new applicant to this program, you may submit internally prepared financial documents.

Other audited financial statements must also be submitted for any holding companies, parent companies or foundations with which the organization is associated, and for any subsidiaries, related companies or special trust funds that the organization controls.

PART E1 – SUPPORT MATERIAL AND AUDIOVISUAL GUIDELINES

You must include the following with your application.

- For **all** co-produced concerts/events, a contract or letter from the co-producer outlining the arrangements and conditions of each co-production (applicants are encouraged to use the co-production template provided as an appendix). The letter or contract must detail expense and revenue arrangements.
- Media reviews.
- For **annual grant applicants**: copies of brochures for the current and previous seasons.
- For **multi-year grant applicants**: copies of brochures for the current and previous two seasons.
- Copies of brochures for next season, if available.
- If you are applying to either the multi-year or the annual grants component for the first time (for example, moving from project to annual, or moving from annual to multi-year), you must submit an Interim Report (or a Final Report if the project/season is complete), along with this application. Please submit this report **as a separate document** (maximum of **two pages**).

Audio support material

You must submit **three** different audio or video samples that clearly illustrate your work. The amount of time that peer assessment committees can devote to listening is relatively short, so it is important for you to submit your strongest work. Especially for longer works, **you should direct the committee to specific parts of the recording by providing cue information in Part E2.**

Canada Council prefers to receive the recordings as three tracks or files on a single disc or USB key. **Internet links are not acceptable.** Data files must be clearly identified, and tracks must be clearly labeled on any submitted CDs or DVDs.

Audiovisual specifications

Audiovisual files must be:

- viewable with VLC media player (for more information, consult 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)

It is the applicant's responsibility to ensure that all your recordings will function properly.

Audio and visual support material will not be returned to you. Paper support material, including brochures and press reviews, will be retained in your Canada Council file.

PART E2 - DETAILED DESCRIPTION OF RECORDINGS

Clearly label your support material and complete the following. Please send your audio pieces all on one disc or USB key.

Item 1

Title:

Composer (if this applies):

Applicant's credit or role:

Completion or recording date:

Brief description of how the support material relates to the proposed project:

Track running time: _____ **Track number:** _____ **Indicate cues:** from _____ to _____

Item 2

Title:

Composer (if this applies):

Applicant's credit or role:

Completion or recording date:

Brief description of how the support material relates to the proposed project:

Track running time: _____ **Track number:** _____ **Indicate cues:** from _____ to _____

Item 3

Title:

Composer (if this applies):

Applicant's credit or role:

Completion or recording date:

Brief description of how the support material relates to the proposed project:

Track running time: _____ **Track number:** _____ **Indicate cues:** from _____ to _____

PART F – CHECKLIST

Please check the boxes below to confirm that you have submitted all relevant parts of the application form and all required **support material**. Be sure to put the name of your organization on all items.

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

- Part A1 – Identification of applicant
- Part A2 – CADAC ID
- Part A3 – Amount requested and new music practice
- Part A4 – Declaration, with **original signatures**
- Part A5 – Profile of organization (maximum of **2 pages**)
- Part A6 – Structure of organization
- Part B – Basis of assessment (maximum of 6 pages for annual grant requests)

Part C – Summary of major activities

- Appendix A
- Appendix B1
- Appendix B2

Part D – Financial and statistical information

- “CADAC Financial Form for Arts Organizations,” submitted electronically to CADAC
- “CADAC Statistical Form for Arts Organizations,” submitted electronically to CADAC
- Signed financial statements submitted electronically to CADAC (**audited financial statements** or a **review engagement**)

Part E1 – Support material and audiovisual guidelines

- Contract or letter from the co-producer (for all co-produced concerts and events)
 - Media reviews
 - Copies of season brochures
 - Interim or final report, for first time applicants (maximum of **2 pages**)
 - Three** different audio or video samples of your work
- Part E2 – Detailed description of recordings

Send your application to:

Music Section

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