



Canada Council
for the Arts Conseil des arts
du Canada

John Hobday Awards in Arts Management

Follow these three steps to apply for this award:	
Step 1	Read the Guidelines for details about the purpose of the awards, who and what is eligible, award amount, assessment process and criteria, etc.
Step 2	Read the Important Information section. If you still have questions about the awards or the application process, contact the program officer indicated below.
Step 3	Complete all sections of the appropriate application form . Use the Checklist (Part C of the form) to confirm that you have completed all relevant sections of the form and have included all required support material.

The Canada Council is committed to equity and inclusion, and encourages applications and nominations from culturally diverse, Deaf, disability and official language minority artists, groups and organizations. The Canada Council recognizes and affirms the Aboriginal and treaty rights of the Indigenous peoples of this land and encourages applications and nominations from First Nations, Inuit and Métis individuals, groups, and organizations in all its programs. Measures are in place in all programs to support these commitments.

Deadline

1 March 2020

Your completed application form and all required support material must be postmarked on or before the deadline date. If this date falls on a weekend or statutory holiday, the deadline moves to the next business day.

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

Further Information

Sarah Brown

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

sarah.brown@canadacouncil.ca

1-800-263-5588 (toll-free) or 613-566-4414, ext. 6004

PRG7676E 11-19



PROGRAM GUIDELINES

<p>Description of the Awards</p>	<p>Established through a donation of \$1 million from The Samuel and Saidye Bronfman Family Foundation to the Canada Council, the awards recognize outstanding established and mid-career arts managers in Canadian professional arts organizations. Arts managers from any artistic field of practice supported by the Canada Council may apply for the awards, which are intended for professional development, mentoring and related purposes.</p> <p>There are two distinct awards:</p> <ul style="list-style-type: none"> • The Professional Development and Renewal award allows an outstanding established or mid-career arts manager to take part in a short-term, recognized program, seminar or workshop for professional renewal and revitalization. • The Mentorship award allows an exceptional mid-career arts manager who is seeking to acquire different knowledge, experience and skills to be mentored by an outstanding established or mid-career arts manager. <p>The John Hobday Awards in Arts Management are intended for professional development of individual arts managers and not for direct assistance to arts organizations.</p> <p>John Hobday, CM, served for 20 years as executive director of The Samuel and Saidye Bronfman Family Foundation and for 3 years as director of the Canada Council. He made a major contribution to improving the quality and professionalism of Canadian arts managers, to providing opportunities for their formal education and ongoing professional development, and to demonstrating the importance of the arts management profession to the growth and sustainability of the arts.</p>
<p>Objectives of the Awards</p>	<p>The John Hobday Awards in Arts Management were created to:</p> <ul style="list-style-type: none"> • recognize the arts management profession • recognize excellence and accomplishment in this profession • contribute to the professional development and revitalization of experienced managers • contribute to the transfer of knowledge and experience from established and mid-career managers to the next generation.
<p>Eligibility</p>	<p>Note that meeting the eligibility criteria does not guarantee that you will receive an award.</p> <p>General eligibility criteria for both awards</p> <p>Organizations are not eligible to apply for these awards. To be eligible, you must:</p> <ul style="list-style-type: none"> • be a Canadian citizen or have permanent resident status, as defined by Immigration, Refugees and Citizenship Canada. You do not need to be living in Canada when you apply. • have a minimum of 10 years' experience (not necessarily continuous years) as a professional arts manager • have significant expertise in arts management in one or more of the fields of practice funded by the Canada Council (multidisciplinary activities, circus arts, dance, Deaf and disability arts, digital arts, Indigenous arts, inter-arts, literature, media arts, music and sound, theatre and visual arts) • be working full time in a Canadian, professional arts organization

<p>Eligibility (continued)</p>	<p>Specific eligibility criteria for the Mentorship award</p> <p>For the Mentorship award, you and your mentor must be employed by different Canadian, professional arts organizations.</p> <p>In addition, the mentor must:</p> <ul style="list-style-type: none"> • be a Canadian citizen or have permanent resident status, as defined by Immigration, Refugees and Citizenship Canada • have significant expertise in arts management in one or more of the fields of practice funded by the Canada Council (multidisciplinary activities, circus art, dance, Deaf and disability arts, digital arts, Indigenous arts, inter-arts, literature, media arts, music and sound, theatre, and visual arts) • be working full time in a Canadian, professional arts organization • be an established or mid-career arts manager
<p>Amounts of the Awards</p>	<p>Amounts available</p> <p>Two awards of \$10,000 each may be given annually.</p> <p>Award funds cannot be used for activities that occurred before the award deadline.</p> <p>Eligible expenses</p> <p>For the Professional Development and Renewal award, eligible expenses include:</p> <ul style="list-style-type: none"> • the cost of the short-term program of study (registration fees, etc.) • travel costs to and from the training site (based on economy fares) • subsistence costs • the cost of supplies related to the program of study (books, manuals, other materials and so on). <p>For the Mentorship award, eligible expenses include:</p> <ul style="list-style-type: none"> • your salary replacement costs during the mentorship project and, if this applies, salary replacement costs for the mentor • travel costs related to the mentorship project (based on economy fares) • subsistence for you and the mentor • the cost of supplies related to the mentorship project.

<p>Application Assistance</p>	<p>Application Assistance contributes to costs for services to help with a prize application or nomination for individuals who self-identify as:</p> <ul style="list-style-type: none"> • an artist who is Deaf, hard of hearing, has a disability or is living with a mental illness • a First Nations, Inuit or Métis artist facing language, geographic and/or cultural barriers. <p>To submit a request, contact the officer responsible for the prize 4 weeks prior to the deadline. More information is available on our website: canadacouncil.ca/commitments/equity/application-assistance</p>
<p>Access Support</p>	<p>Access Support funds individual applicants who self-identify as Deaf, having disabilities or living with a mental illness, as well as groups and 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. For more information, please consult our website: canadacouncil.ca/funding/strategic-funds/access-support</p>
<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 individuals who are recognized as arts management professionals by their peers. Committee members will also be selected with consideration to fair representation of artistic specializations, gender, generations, Canada’s two official languages, Indigenous peoples, and the cultural and regional diversity of Canada.</p> <p>The peer assessment committee may decide not to award one or both of the awards in a given year.</p> <p>The committee may also choose two recipients for a Professional Development and Renewal award OR two recipients for a Mentorship award.</p> <p>All peer assessment committee recommendations are final.</p> <p>For further information on this subject, please see the Canada Council’s website at canadacouncil.ca.</p> <p>Assessment criteria</p> <p>Decisions will be based on the general merit of your application, compared with that of all other eligible applications in this national competition.</p> <p>Your application will be assessed on your experience and record and the potential impact of the proposed project on your career as an arts manager. For Mentorship applications, the experience, record and potential career impact of the proposed project on both you and the mentor will be assessed. Consideration will also be given to the long-term benefit to the arts in general.</p> <p>The assessment will also take into account the feasibility of the project, including the time frame for the activities, the budget and the letters of support.</p>

IMPORTANT INFORMATION

Processing the Application	<p>Application preparation</p> <ul style="list-style-type: none">• You are responsible for providing all the information and required documents 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.• It is important that you inform the Canada Council of any changes to your contact information. If you have an account in the Canada Council’s portal, please update changes directly through your account.• See the application form for instructions on how to submit your application and required documents.• The Declaration page must be submitted on paper with an original signature in ink. <p>Response time You will be informed of the result of your application approximately 5 months after the application deadline.</p> <p>Previous winners Please consult the Canada Council’s website at canadacouncil.ca for the cumulative list of winners.</p>
Personal Information	<p>Personal information collected in this application shall be used for a purpose related directly to the program, service or activity of the Canada Council.</p> <p>For this award, the Canada Council requests that you indicate your year of birth on the application form. The personal information that is provided by you on this application form will not be passed on to the peer assessors.</p> <p>The Canada Council may share personal information from applications and awards with officials in other arts and cultural industry funding agencies and government institutions on a confidential basis. Shared information is limited to your name, contact information, field of practice and project description, and is provided to assist with research, reporting, program planning and evaluation, to present networking or economic opportunities, or to respond to federal reviews. For more information on how your personal information is protected, see our Privacy Notice on the Canada Council website: canadacouncil.ca/about/public-accountability/privacy-notice</p>

Award Terms and Conditions

Before you apply, please note all the following conditions:

- Winners cannot receive the award money until all overdue final reports for Canada Council grants and prizes have been submitted and approved.
- You may apply for only one of the awards in a given year. You may receive both a Professional Development and Renewal award and a Mentorship award, but only one of each during your career.

If your application is successful, the terms and conditions will be outlined in the notification letter. These are some of the conditions:

Posthumous awards

No posthumous awards will be given; successful applicants must still be living for the duration of the project.

Participation in promotional and award activities

To receive an award, you and your mentor must allow photographs and public information about yourselves to be used for promotion of the awards and in other Canada Council promotional initiatives. You and your mentor must also participate fully in all award activities, including media interviews and conferences, ceremonies, receptions and an award presentation.

Award payment

The Canada Council will send you the award money after it has received your completed acknowledgement form and after you have satisfied any conditions that are provided with your notification letter.

Because grants and awards are taxable income, you may wish to receive the funds in the same year or years that you will have expenses. If your project or program of work will be carried out over two or more calendar years, you may request that your award be paid in more than one instalment.

Tax status

The John Hobday Awards in Arts Management are taxable. T4A slips will be issued, at the appropriate time, for grants and awards paid to individuals. If you have any tax-related questions, contact the Canada Revenue Agency or your provincial or territorial revenue department.

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:

canadacouncil.ca/funding/grants/guide/if-you-receive-a-grant/income-taxes.

Changes to proposed activities

You must notify the Canada Council immediately if you cannot use part or all of the award money during the period stated in your application or if you decide not to carry out your proposed activities.

The program officer must approve any changes to your funded activities (for example, changes in the activity budget, to key personnel, or to the start or end date) **before you carry them out**.

**Award Terms
and
Conditions**
(continued)

Expiry date of the award

The award funds will be available for your use for three years following the competition deadline date that you apply to. The end of this three-year period is the expiry date of your award.

If you require an extension to the expiry date, please contact the appropriate Canada Council program officer, in writing. Otherwise, the Canada Council will cancel the part of your award that has not been paid to you by the expiry date, or you may be required to return a portion of the award you have already received.

Acknowledgement of Canada Council for the Arts support

You must acknowledge the support of the Canada Council for the Arts in all promotional material associated with the award. Details about the acknowledgement policy will be included with the notification letter.

Final report

You will be required to submit a final report on how you used the award by the date identified in your notification letter.



**John Hobday Awards in Arts Management:
Professional Development and Renewal**

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

IDENTIFICATION OF APPLICANT

Name of applicant (your full legal name): Ms. Mr. Other: _____ Year of birth _____

Last name

First and middle names

Permanent address:

Mailing address (if different from permanent address):

Street address and apartment or suite number

Street address and apartment or suite number

City Province or territory Postal code

City Province or territory Postal code

Telephone (residence) Telephone (business)

Telephone (residence) Telephone (business)

Email

Website

DECLARATION

I permit the Canada Council to include my name, address and email on its mailing list:

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

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

To be eligible for consideration, you must sign below to confirm your agreement with all of the following statements:

- I am a Canadian citizen or have permanent resident status, as defined by Immigration, Refugees and Citizenship Canada.
- I commit to provide safe working conditions and to foster a workplace free from discrimination, harassment and sexual misconduct.
- I have carefully read the eligibility criteria for this award, which are described in the application guidelines, and I meet these criteria.
- I understand that I cannot receive the award money until all overdue final reports for Canada Council grants and prizes have been submitted and approved.
- I accept the conditions of this award and agree to abide by the Canada Council's decision.
- I am aware that the Canada Council is subject to the *Access to Information Act* and *Privacy Act*, as described in the application guidelines.
- I agree to keep the results totally confidential until the date of the public announcement.

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

Signature (an original signature in ink is required)

Date

PART B – REQUIRED DOCUMENTS (cont'd)

3. **A current professional curriculum vitae**
 - emphasize your achievements in the arts management field
 - your curriculum vitae must demonstrate a minimum of 10 years' experience as a professional arts manager
4. **Profile and mandate of the arts organization** that currently employs you
5. **An official letter from the institution or organization** that will be providing the program of study
 - confirming your acceptance into the program and/or a copy of the official registration documents
6. **Detailed budget** or financial analysis
 - showing the anticipated expenses for the project
7. **Schedule or time frame** for the project
8. **Letters of support** from arts organizations or arts managers (maximum of 3)
 - each letter must be from a different organization

Instructions for submitting written material

- Written material may be submitted on a USB key, CD, DVD or in paper format.
- Text files submitted on a USB key, CD, DVD must be in .pdf, .doc or .docx, .txt or .rtf format.
- Do not use punctuation, spaces, special characters, or more than 45 characters in your file names.
- Avoid unusual formatting as it can make documents hard to read.

All paper documents must be:

- printed on one side only
- on separate sheets of white paper (letter format, 8½ x 11 inches)
- with a black font size of 11 points or larger
- with paper clips (documents cannot be bound, placed under plastic or stapled).

PART C – CHECKLIST

Use this checklist to confirm that you have completed all relevant sections of the form and have included all required documents. Be sure to put your name on all items.

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

- Identification of applicant
- Declaration (an **original signature in ink** is required)
- Part A1 – Name and location of applicant
- Part A2 – Category of applicant and description of request
- Part B – Required documents
 - Detailed project description (maximum 1500 words)
 - Biography of applicant (maximum 1 page)
 - Curriculum vitae of applicant
 - Profile and mandate of arts organization that currently employs you
 - Official letter confirming your acceptance into the program of study and/or a copy of the official registration documents
 - Detailed budget or financial analysis
 - Schedule or time frame for the project
 - Letters of support (maximum of 3)

Submit your application to:

By mail:

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

By courier:

Prizes
Canada Council for the Arts
150 Elgin St, 2nd Floor
Ottawa ON K2P 1L4

Voluntary Self-Identification form (see the attached form)

If you do not have an account in the Canada Council's grant application portal, you are encouraged to fill out the attached Voluntary Self-Identification form to help the Canada Council determine whether its programs and services are reaching a diverse and wide range of Canadian artists, as intended. The information that you provide will not be used to assess the eligibility or the merit of your application.



John Hobday Awards in Arts Management: Mentorship

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

IDENTIFICATION OF APPLICANT (person to be mentored)	
Name of applicant (your full legal name: <input type="checkbox"/> Ms. <input type="checkbox"/> Mr. Other: _____ Year of birth _____ <hr/>	
Last name <hr/> Permanent address: <hr/> Street address and apartment or suite number <hr/> City Province or territory Postal code <hr/> Telephone (residence) Telephone (business) <hr/> Email <hr/> I prefer to communicate with the Canada Council in: <input type="checkbox"/> English <input type="checkbox"/> French	First and middle names <hr/> Mailing address (if different from permanent address): <hr/> Street address and apartment or suite number <hr/> City Province or territory Postal code <hr/> Telephone (residence) Telephone (business) <hr/> Website <hr/> I prefer to communicate with the Canada Council in: <input type="checkbox"/> English <input type="checkbox"/> French
IDENTIFICATION OF MENTOR	
Name of mentor (full legal name): <hr/>	
Last name <hr/> Permanent address: <hr/> Street address and apartment or suite number <hr/> City Province or territory Postal code <hr/> Telephone (residence) Telephone (business) <hr/> Email <hr/> I prefer to communicate with the Canada Council in: <input type="checkbox"/> English <input type="checkbox"/> French	First and middle names <hr/> Mailing address , if different from permanent address: <hr/> Street address and apartment or suite number <hr/> City Province or territory Postal code <hr/> Telephone (residence) Telephone (business) <hr/> Website <hr/> I prefer to communicate with the Canada Council in: <input type="checkbox"/> English <input type="checkbox"/> French

DECLARATION OF APPLICANT (person to be mentored)

I permit the Canada Council to include my name, address and email on its mailing list:

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

To be eligible for consideration, you must sign below to confirm your agreement with all of the following statements:

- I am a Canadian citizen or have permanent resident status, as defined by Immigration, Refugees and Citizenship Canada.
- I commit to provide safe working conditions and to foster a workplace free from discrimination, harassment and sexual misconduct.
- I have carefully read the eligibility criteria for the award, which are described in the application guidelines, and I meet these criteria.
- I understand that I cannot receive the award money until all overdue final reports for Canada Council grants and prizes have been submitted and approved.
- I accept the conditions of this award and agree to abide by the Canada Council's decision.
- I am aware that the Canada Council is subject to the *Access to Information Act* and *Privacy Act* as described in the application guidelines.
- I agree to keep the results totally confidential until the date of the public announcement.

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

Signature (an original signature in ink is required)

Date

DECLARATION OF MENTOR

I permit the Canada Council to include my name, address and email on its mailing list:

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

For this application to be eligible for consideration, you must sign below to confirm your agreement with all of the following statements:

- I am a Canadian citizen or have permanent resident status, as defined by Immigration, Refugees and Citizenship Canada.
- I confirm that I (or my organization) abide(s) 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 commit to provide safe working conditions and to foster a workplace free from discrimination, harassment and sexual misconduct.
- I have carefully read the eligibility criteria for the award, which are described in the application guidelines, and I meet these criteria.
- I understand that I cannot receive the award money until all overdue final reports for Canada Council grants and prizes (including mentors) have been submitted and approved.
- I accept the conditions of this award and agree to abide by the Canada Council's decision.
- I am aware that the Canada Council is subject to the *Access to Information Act* and *Privacy Act* as described in the application guidelines.
- I agree to keep the results totally confidential until the date of the public announcement.

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

Signature (an original signature in ink is required)

Date



John Hobday Awards in Arts Management: Mentorship

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

- The Canada Council requires only one copy of 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 – NAME AND LOCATION OF APPLICANT

Name of applicant (person to be mentored - provide your **full** legal name):

Last name

First and middle names

City (permanent residence)

Province or territory

PART A2 – NAME AND LOCATION OF MENTOR

Name of mentor (full legal name):

Last name

First and middle names

City (permanent residence)

Province or territory

PART A3 – CATEGORY OF MENTOR AND DESCRIPTION OF REQUEST

Category of mentor (choose only one):

Established arts manager

Mid-career arts manager

Period to be covered by this award: From _____ to _____
(day/month/year) (day/month/year)

Brief project description (maximum of 15 words): _____

PART B – REQUIRED DOCUMENTS

Please note that the Canada Council will not return required documents to you.

1. Detailed project description (maximum 1,500 words)

The project description may be written jointly and signed by both you and the mentor, OR written and **signed separately by you and the mentor.**

Clearly describe the proposed project and its potential impact on your career, addressing:

- why you are applying for a Mentorship award
- the access you will have to the mentor and to decision-makers
- the anticipated impact that the experience will have on your opportunities for advancement
- how the proposed mentorship project will help to improve and strengthen the field experience component of arts management training
- the contribution that the project would make to the transfer of knowledge to, and development of, the next generation of arts managers
- the project's long-term benefit to the arts in general.

2. Your biography (maximum of 1 page)**3. A current professional curriculum vitae for both you and the mentor**

- emphasize achievements in the arts management field
- ensure that both curricula vitae demonstrate a minimum of 10 years' experience as a professional arts manager

4. Description of the organization that currently employs you (maximum of 1 page).

- Including profile and mandate (mission, organizational structure etc.)

5. Description of the mentor's organization (maximum of 1 page)

- including profile and mandate (mission, organizational structure, etc)

6. Detailed budget or financial analysis

- showing the anticipated expenses for the project

7. Schedule or time frame for the project**8. A letter from your organization**

- confirming that you will be granted release time for the duration of the mentorship project.

9. Letters of support from arts organizations or arts managers (maximum of 3)

- each letter must be from a different organization
- support letters cannot be from your mentor and current employer

10. A letter from the mentor's organization

- confirming that the organization will grant him or her time away, or will grant you access to their premises, for the duration of the mentorship project (depending on the project)

PART B – REQUIRED DOCUMENTS (cont'd)

Instructions for submitting written material

- Written support material may be submitted on a USB key, CD, DVD or in paper format.
- Text files submitted on a USB key, CD, DVD must be in .pdf, .doc or .docx, .txt or .rtf format.
- Do not use punctuation, spaces, special characters, or more than 45 characters in your file names.
- Avoid unusual formatting as it can make documents hard to read.

All paper documents must be:

- printed on one side only
- on separate sheets of white paper (letter format, 8½ x 11 inches)
- with a black font size of 11 points or larger
- with paper clips (documents cannot be bound, placed under plastic or stapled).

PART C – CHECKLIST

Use this checklist to confirm that you have completed all relevant sections of the form and have included all required documents. Be sure to put your name on all items.

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

- Identification of applicant
- Identification of mentor
- Declaration of applicant (an **original signature in ink** is required)
- Declaration of mentor (an **original signature in ink** is required)
- Part A1 – Name and location of applicant
- Part A2 – Name and location of mentor
- Part A3 – Category of mentor and description of request
- Part B – Required documents
 - Detailed project description, **signed** by applicant and mentor (maximum 1,500 words)
 - Biography of applicant (maximum 1 page)
 - Curricula vitae of applicant and mentor
 - Description of your organization (maximum 1 page)
 - Description of the mentor's organization (maximum 1 page)
 - Detailed budget or financial analysis
 - Schedule or time frame for the project
 - Letter from your organization confirming release time
 - Letters of support (maximum of 3)
 - Letter from the mentor's organization

Submit your application to:

By mail:

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

By courier:

Prizes
Canada Council for the Arts
150 Elgin St, 2nd Floor
Ottawa ON K2P 1L4

Voluntary Self-Identification form (see the attached form)

If you do not have an account in the Canada Council's grant application portal, you are encouraged to fill out the attached Voluntary Self-Identification form to help the Canada Council determine whether its programs and services are reaching a diverse and wide range of Canadian artists, as intended. The information that you provide will not be used to assess the eligibility or the merit of your application.



Voluntary Self-Identification

The Canada Council for the Arts encourages you to complete this voluntary self-identification form to help determine whether our programs and services are reaching a diverse range of Canadian artists. Anyone applying to the Canada Council participating on a peer assessment committee or being nominated or accepting a prize is invited to complete this form.

The Canada Council aims to support a vital and diverse arts ecology that enriches the lives of Canadians, and equity is a critical means to achieve this. All citizens deserve to benefit from a vibrant, accessible and pluralistic arts sector, in which all creative expressions have the same chance to flourish.

Please do not complete this form if you are already registered with the Canada Council Portal. In that case, you have already had the opportunity to answer our questions.

Please complete this revised form even if you have provided self-ID information in the past.

Completion of this form is entirely voluntary. The Canada Council may use the information collected below in order to increase equity of access to the grants and other opportunities, and to ensure that these opportunities reach groups which represent Canada's diverse artistic community. This information may also be used to evaluate the outreach efforts of the Canada Council and for other research purposes.

Name _____

Year of Birth _____

This information is used to provide information on Canada's emerging or senior artistic population, and to ensure generational representation in Peer Assessment Committees.

Gender

This information is used to inform our understanding of gender and gender parity in our applicant base.

Female Male Transgender Inter-Sexed Two-Spirited

Region: Do you consider a province or territory, apart from where you live, to be your home (a place where you have roots, knowledge and connection)? If yes, please specify:

Home Province/Territory _____

Home city, town, hamlet, reserve or other place _____

Place of Residence _____

Province or Territory _____

City, town, hamlet, reserve or other place _____

Postal Code _____

Citizenship and Immigration

Citizenship and Immigration Status

As defined by Immigration, Refugees and Citizenship Canada <http://www.cic.gc.ca/english/department/index.asp>

- Canadian Citizen Permanent Resident Foreigner

Check this box if you are a Newcomer (i.e. less than 5 years in Canada) or immigrant to Canada

This data is essential to the development of policies and programs aimed at the integration of immigrant artists into the professional arts milieu of Canada.

Indicate the year you immigrated to Canada _____

Linguistic Diversity

Official Languages

This information is used to estimate the potential demand for programs in one or the other of these languages.

Select the first official language you spoke/learned:

- English French English and French
 ASL (American Sign Language) LSQ (Langue des signes québécoise)

Official-Language Minority Communities

Official Language Minority Communities are groups of Canadians whose maternal or chosen Official Language is the minority language in their province or territory.

Do you identify as a member of an Official Language Minority Community:

- Anglophone official-language minority (e.g. English speaker in Québec)
 Francophone official-language minority (e.g. French speaker in Manitoba, Nova Scotia, etc.)

Linguistic Diversity

Check one or more of the boxes below indicating the language(s) you first learned and still understand:

- English French Cree Inuktitut Ojibwe

Other Aboriginal language (please specify): _____

- Arabic Cantonese Punjabi Spanish

Other Languages (please specify) _____

ASL (American Sign Language) _____

LSQ (Langue des signes québécoise) _____

Other Sign Languages (please specify) _____

Deaf and Disability

Please indicate if you identify as a person who:

- is Deaf, partially deaf, hard of hearing
- has a disability (includes blind, visually impaired, physically impaired, mobility issues, learning disability, intellectual impairment, living with mental or chronic illness)

Aboriginal/First Peoples of Canada

Do you identify as:

- First Nations
- Métis
- Inuit

Culturally Diverse

Do you identify as a:

- Person of African, Asian, Middle Eastern, Latin American or mixed heritage that includes at least one of these groups. (Note that the above corresponds to 'visible minority', as defined in the *Employment Equity Act of Canada*) <http://laws-lois.justice.gc.ca/eng/acts/e-5.401/>

Please specify _____

Agreement to Provide Personal Information

Consent to share information

Select one of the options below:

- I consent to the sharing of my information with other Canadian government departments, organizations and contractors that the Canada Council has a data sharing agreement with.
- I do not consent to the sharing of my information with other Canadian government departments, organizations and contractors that the Canada Council has a data sharing agreement with.

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 and in the Canada Council's Privacy Notice.
- The information I have provided is true and complete.

Name* _____

Signature* _____

Date* _____

Access to your information

You may ask to have access to or corrections made to your personal information by submitting a request to:

Access to Information and Privacy (ATIP) Coordinator
Canada Council for the Arts
150 Elgin Street, P.O. Box 1047
Ottawa ON K1P 5V8

- Email: atip-aiprp@canadacouncil.ca
- Telephone: 1-800-263-5588 or 613-566-4414, ext. 4696
- TTY machine: 1-866-585-5559
TTY is a telecommunication device for people who are Deaf, hard of hearing or speech-impaired

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