



Canada Council Conseil des arts
for the Arts du Canada

Professional Prix de Rome in Architecture

Follow these three steps to apply for this prize:	
Step 1	Read the Prize Guidelines for details about the purpose of the prize, who is eligible, amount of the prize, application assessment process and criteria, etc.
Step 2	Read the Important Information section. If you still have questions about the prize or the application process, contact the program officer listed below.
Step 3	Complete all sections of the attached application form . Be sure to use the Checklist (Part E 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 2019

Your completed application form and all required support material must be postmarked on or before the deadline date.

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

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

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

T*TY: 1-866-585-5559

PRG8142E 01-19



PRIZE GUIDELINES

<p>Prize Description</p>	<p>The Professional Prix de Rome in Architecture is awarded annually to either a young practitioner of architecture or an architectural firm that has completed its first built works and has demonstrated exceptional artistic potential.</p> <p>The prize encourages the development of artistic excellence in contemporary architectural practice by supporting the prize recipients to travel around the world to develop their skills and their creative practice, and to strengthen their position in the international architecture world.</p> <p>Candidates are to define the program of work and related travels that will best support the development and recognition of their practice. Travel can consist of multiple trips to a number of destinations, spread over a two-year period.</p> <p>Proposed activities can include:</p> <ul style="list-style-type: none"> • visits to outstanding buildings • participation in biennales, conferences, colloquiums, competitions and architectural workshops • meetings with editors, critics and curators of architecture.
<p>Eligibility</p>	<p>General criteria</p> <p>To apply for this prize as an individual, you must 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.</p> <p>Architects and architectural firms specializing in architecture, landscape architecture and/or urban design can submit their candidature.</p> <p>You must also meet one of the following definitions:</p> <p>Architect</p> <p>To be eligible as an architect, you must:</p> <ul style="list-style-type: none"> • have maintained a professional practice for a minimum of 2 years • have completed a professional body of work • have published or have presented at least 1 work in a public setting <p>Architectural firm</p> <p>Architectural firms can apply for projects that examine and present ideas on the Canadian contemporary build environment.</p> <p>To apply as an architectural firm, you must:</p> <ul style="list-style-type: none"> • be incorporated in Canada • have been in operation at least 2 years • be at least 75 % Canadian-owned • have your head office and executives in Canada • have maintained a professional practice for a minimum of 3 years • have completed a professional body of work • have been published or have presented work in a public setting <p>Other restrictions</p> <p>You may submit an application to the Professional Prix de Rome in Architecture and the Ronald J. Thom Award in the same year.</p>

Eligibility (continued)	Applications to the Professional Prix de Rome in Architecture will be assessed first, followed by those for the Ronald J. Thom Award. If you are successful in the Professional Prix de Rome in Architecture, your application will be withdrawn from the Ronald J. Thom Award competition.
Prize Amount	The prize amount is \$50,000, which is intended to contribute to the costs of the proposed program of work and related travels. The funds cannot be used for activities and expenses that occur before the application deadline.
Application Assistance	<p>Funds are available to pay for services to individuals who experience disability-related barriers within the application/nomination or final reporting processes of Canada Council programs. Individuals who are Deaf, have disabilities or who are living with mental illness, may apply for funding to contribute to costs for services to assist them specifically in completing a prize application, a prize nomination or in submitting a final report.</p> <p>Please submit your request at least four weeks prior to a deadline. Contact the officer responsible for this prize by phone or e-mail. For more information, please consult our website: canadacouncil.ca/commitments/equity/application-assistance.</p>
Access Support	Access Support provides supplementary support to individual applicants who are Deaf, have disabilities or who are living with mental illness, as well as Deaf and disability arts groups and organizations. Funds are available to recipients who identify specific disability-related supports that are needed to carry out their proposed activities. For more information, please consult our website: canadacouncil.ca/funding/strategic-funds/access-support .
Assessment of Applications	<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 professional artists by their peers and chosen for their specialized knowledge in contemporary architecture, landscape architecture and the urban environment. 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>All peer assessment committee recommendations are final.</p> <p>For further information on this subject, please consult the Canada Council’s website at canadacouncil.ca.</p> <p>Assessment criteria</p> <p>The peer assessment committee will base its review of applications on the Prize objectives and the assessment criteria listed below. The committee’s 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>Applications will be evaluated based on the following criteria:</p> <ul style="list-style-type: none"> • artistic merit of the applicant’s built works; • quality of the program of work proposed for the use of the prize; • relevance of the proposed program of work to the artistic development and professional recognition of the applicant.

IMPORTANT INFORMATION

Processing the Application	<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. If you have an account in the Canada Council’s portal, please update changes directly through your account.• The Declaration page must be submitted on paper with an original signature.• Avoid unusual formatting as it can make documents hard to read.• See the application form for instructions on how to submit your application and support material. <p>Response time You will be informed of the result of your application approximately 4 months after the application deadline.</p> <p>Previous winners Please consult our website for the list of past winners at canadacouncil.ca.</p>
Personal Information	<p>The <i>Privacy Act</i> 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 <i>Privacy Act</i>. The information will be stored in a series of Canada Council data banks described in <i>Info Source</i>, a government publication that is available on the Internet. All other information may be accessible to others under the <i>Access to Information Act</i>.</p> <p>For this program, 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 used to assess your application and will not be passed on to the peer assessors.</p> <p>The Canada Council 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>Prize Terms and Conditions</p>	<p>If your application is successful, the terms and conditions will be outlined in the notification letter.</p> <p>Prize payment</p> <p>The Canada Council will send you the prize money after it has received your acknowledgement form, which will be provided with your notification letter.</p> <p>Please note that winners cannot receive the prize money until all overdue final reports for Canada Council grants and prizes have been submitted and approved.</p> <p>Tax status</p> <p>The Professional Prix de Rome in Architecture is taxable and a T4A slip will be issued, at the appropriate time, for grants and awards paid to individuals. If you have any tax related questions, please contact the Canada Revenue Agency or your provincial or territorial revenue department.</p> <p>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.</p> <p>Changes to proposed projects</p> <p>Any changes to funded projects must be approved by the appropriate program officer before you carry them out.</p> <p>Expiry date of the prize</p> <p>The prize funds will be available for your use for 3 years following the competition deadline date that you apply to. The end of this 3-year period is the expiry date of your prize.</p> <p>If you require an extension to the expiry date, please contact the appropriate Canada Council program officer, in writing. If you do not request an extension, 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.</p> <p>Acknowledgement of Canada Council support</p> <p>You must acknowledge the support of the Canada Council for the Arts in all promotional material associated with the prize. Details about the acknowledgement policy will be included with the notification letter.</p> <p>Final report</p> <p>You will be required to submit a final report by the date identified in your notification letter.</p>
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2019 Professional Prix de Rome in Architecture

The information you provide on this page will not be submitted to the peer assessment committee.

IDENTIFICATION OF APPLICANT		
Indicate whether you are applying as an individual or firm, and provide the applicant's full legal name:		
<input type="checkbox"/> Individual practitioner - architect or practitioner of architecture (your full legal name) _____ Last name _____ First and middle names <input type="checkbox"/> Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Other _____ Year of birth: _____	<input type="checkbox"/> Architectural firm (architecture or landscape architecture) _____ Name of firm _____ Contact person (full legal name) <input type="checkbox"/> Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Other _____	
CONTACT INFORMATION FOR ALL APPLICANTS		
Permanent address: _____ Street address and apartment or suite number _____ City Province or territory Postal code	Mailing address (if different from permanent address): _____ Street address and apartment or suite number _____ City Province or territory Postal code	
_____ Email	_____ Telephone (residence)	_____ Telephone (business)
_____ Website		
DECLARATION		
In which language do you prefer to communicate with the Canada Council? <input type="checkbox"/> English <input type="checkbox"/> French Will you permit the Canada Council to include your name, address and email on its mailing list? (This information will be used for Canada Council business only, including surveys.) <input type="checkbox"/> Yes <input type="checkbox"/> No		
To be eligible for consideration, you must sign below to confirm your agreement with all of the following statements:		
<ul style="list-style-type: none"> • I am a Canadian citizen or have permanent resident status, as defined by Immigration, Refugees and Citizenship Canada (applies to individual practitioners only). • I have carefully read the eligibility criteria for this prize, which are described in the application guidelines, and I meet (or the firm I represent meets) these criteria. • I will act as the only representative of the applicant firm. I will keep the other participants informed of the contents and outcome of this application (if this applies). • I commit to provide safe working conditions and to foster a workplace free from discrimination, harassment and sexual misconduct. • 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 understand that I cannot receive award money until all overdue final reports for Canada Council grants and prizes have been submitted and approved. • I accept the conditions of this prize and agree to accept 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 confirm that the statements in my application are complete and accurate, to the best of my knowledge.		
_____ Signature (an original signature is required)	_____ Date	

NAME OF APPLICANT: _____

PART D1 – WRITTEN SUPPORT MATERIAL

Please note that the Canada Council will not return the support material to you. The support material you submit will be retained with your application until deleted as per Canada Council's Retention Policy.

Written support material

On separate sheets of paper, provide the following support material. Submit only the material requested.

- **Schedule** (maximum of **1 page**)
Outline the schedule of activities and the locations to be visited.
- **Curriculum vitae or history of firm** (maximum of **3 pages**)
Provide a recent curriculum vitae (for individual practitioners) or an outline of the firm's history. Include information on relevant professional training and certification, projects, publications and awards.
- **Letters of invitation** (maximum of **5 letters**, if applicable)
Submit letters of invitation to public events or professional studio visits in which you will participate.
- **Critical texts, articles or catalogues** (maximum of **15 pages in total**)
Include **1 to 3** texts or excerpts of professional published texts dealing with your work.

Instructions for submitting written support 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.
- Catalogue excerpts or other large publications must be submitted digitally or copied on 8 ½ x 11 inch pages.

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).

NAME OF APPLICANT: _____

PART D2 – DIGITAL SUPPORT MATERIAL

Please note that the Canada Council will not return the support material to you. The support material you submit will be retained with your application until deleted as per Canada Council's Retention Policy.

Digital support material

- 20 digital images (maximum), OR
- 15 digital images and 1 video (maximum 3 minutes)
- Support material must document your past work; it may include images of the proposed sites or buildings to be visited.

File names must be in the following format:

- 01initialsyeartitle.jpg (image number, applicant's initials, year of the work, title of the work).
- The image numbers must correspond to the ones in the "Detailed description of digital images" which is Part D3 of this form.

Instructions for submitting digital support material

- You must submit your digital support material on USB key, CD or DVD.
- Internet links are not acceptable.
- Do not use punctuation, spaces, special characters, or more than 45 characters in your file names.
- Test your material before you submit it to ensure that it is formatted correctly. It is your responsibility to ensure that all material reaches the Canada Council intact and in a readable format.
- The total combined size of all files you submit cannot exceed 4GB.

Images files must be:

- JPEG (.jpg, .jpeg) format
- RGB colour mode
- no larger than 1.5 MB

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)
- maximum 3 minutes running time
- no larger than 1 GB

NAME OF APPLICANT: _____

PART D3 – DETAILED DESCRIPTION OF DIGITAL MATERIAL				
Complete the following table for the digital images and/or video you are submitting.				
If further descriptive information is necessary, include the additional details on a separate, single page. For works created as part of a collaboration or within a professional firm, clearly indicate your role.				

DIGITAL STILL IMAGES

No.	Name of Work of Architecture	Creator	Client or Owner	Date
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

VIDEO (if this applies)

No.	Name of Work of Architecture	Creator	Year	Running Time	Format

NAME OF APPLICANT: _____

PART E – CHECKLIST

Use this checklist to confirm that you have completed all relevant sections of the form and have included all required support material. Be sure to include the applicant's name on all items.

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

- Identification and contact information for all applicants
- Declaration (an **original signature** is required)
- Access Support (if this applies)
- Part A – Name and location of applicant
- Part B – Program of work summary
- Part C – Program of work (maximum of **1,000 words**)
- Part D1 – Written support material
 - Schedule (maximum of **one page**)
 - Curriculum vitae or history of firm (maximum of **3 pages**)
 - Letters of invitation (maximum of **5 letters**, if applicable)
 - Critical texts, articles or catalogues (**1 - 3**, maximum of **15 pages in total**)
- Part D2 – Digital support material
 - Digital still images (maximum of **20** images, on a CD, USB or DVD)
 - Digital video (optional – **1** only, 3 minutes maximum, on CD, USB or DVD)
- Part D3 – Detailed description of digital material
 - Additional description of digital support material (optional - maximum of **1 page**)

Send your application:

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 Street, 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 for the Arts, participating on a peer assessment committee or being nominated or accepting a prize is invited to complete this form.

The Canada Council for the Arts 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 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.

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 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*) 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 for the Arts 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 for the Arts 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.

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*.