



Canada Council  
for the Arts    Conseil des arts  
du Canada

### Jean A. Chalmers Fund for the Crafts

Follow these <b>3 steps</b> to apply for this fund:	
<b>Step 1</b>	Read the <b>Guidelines</b> for details about the purpose of the fund, who and what is eligible, amount, application assessment process and criteria, etc.
<b>Step 2</b>	Read the <b>Important Information</b> section. If you still have questions about the fund or the application process, contact the program officer indicated below.
<b>Step 3</b>	Complete all sections of the attached <b>application form</b> . Be sure to use the <b>Checklist</b> (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 2020**

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

#### Jennifer Cherniack

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1-800-263-5588 (toll-free) or 613-566-4414, ext. 5265

PRG7575E 11-19



## GUIDELINES

<p><b>Description of the Fund</b></p>	<p>Each year, an amount is available to the Canada Council for the Arts to support special initiatives in the Canadian crafts community. Awarded through the Jean A. Chalmers Fund for the Crafts, this sum represents the income from an endowment of \$500,000 made to the Canada Council by the late Mrs. Chalmers in 1985.</p> <p>The Chalmers Fund enables the Canada Council to assist non-profit, Canadian visual arts organizations and fine crafts professionals to undertake projects that contribute to the advancement and understanding of the fine crafts in Canada. The fund provides <b>partial funding</b> for one-time projects through three program components:</p> <ul style="list-style-type: none"> <li>• <b>Research and Policy Development Assistance</b> (this component is open to organizations and individuals)</li> <li>• <b>Special Project Assistance</b> (open to organizations)</li> <li>• <b>Pre-publication Assistance</b> (open to organizations).</li> </ul> <p><b>Candidates may apply to only 1 of the above components per deadline.</b></p>
<p><b>Applicant Eligibility</b></p>	<p><b>Eligible organizations</b></p> <p>Incorporated, non-profit Canadian visual arts and fine craft organizations, art museums, public art galleries, exhibition centres, artist-run centres, university art departments, art colleges, fine crafts colleges, service organizations and professional associations with a commitment to the professional fine crafts communities in Canada are eligible to apply.</p> <p><b>Eligible arts professionals</b></p> <p>Individual fine crafts professionals (for example, artists, curators, critics and writers) may apply to the Research and Policy Development Assistance component <b>only</b>. They must be Canadian citizens or permanent residents, as defined by Immigration, Refugees and Citizenship Canada. Applicants do not need to be living in Canada when they apply.</p> <p>To meet the definition of a <b>professional contemporary fine craft artist or independent curator, or independent critic</b>, you must:</p> <ul style="list-style-type: none"> <li>• have specialized training in the artistic field (not necessarily in academic institutions).</li> <li>• be recognized as a professional by your peers (artists working in the same artistic tradition).</li> <li>• have produced an independent body of work over at least 2 years following completion of training; curators and critics must maintain a professional visual arts practice over at least 2 years following completion of training and work independently from an arts organization.</li> <li>• have had at least 1 public presentation of your work in a professional context for which you were paid an artist's fee; curators must have curated at least 1 public presentation of contemporary arts in a professional visual arts context after basic training; critics must have published in a professional visual arts context at least 1 critical essay on contemporary art after basic training.</li> </ul> <p>A professional context is one that is recognized by a professional curator, gallery owner, art dealer, collective of professional artists or jury of professionals in the field. Meeting the eligibility criteria does not guarantee that you will be funded.</p>

<p><b>Project Eligibility</b></p>	<p><b>Research and Policy Development Assistance</b></p> <p>Funding from this component contributes to the direct costs of investigating or documenting historical or contemporary developments in the fine crafts, as well as issues that arise from the practice of the art form. Institutions may also apply for funds to engage the services of short-term development consultants and curators, to develop acquisition policies and exhibition programs for contemporary fine crafts.</p> <p><b>Special Project Assistance</b></p> <p>Special Project Assistance funds contribute to the direct costs of conferences, seminars, symposiums, lecture series and artists' workshops designed to advance knowledge about and understanding of crafts in Canada.</p> <p><b>Pre-publication Assistance</b></p> <p>These funds contribute to the pre-printing costs of publications on the fine crafts. Project examples include anthologies, monographs or the results of research, which should be intended for national or international distribution. Assistance is also available for special issues of Canadian craft periodicals. Organizations may apply for support in collaboration with a publisher or independently. Proposals for the use of film, video, audio, or the Internet to address contemporary issues in the fine crafts may also be submitted.</p> <p><b>NOTE:</b> All applications must indicate the payment of fees to professionals contributing to the project. These fees must be accounted for in the final report and financial accounting, which all successful applicants are required to submit.</p> <p><b>Ineligible projects</b></p> <ul style="list-style-type: none"> <li>• Projects in the field of commercial, industrial and fashion design.</li> <li>• Projects organized by students, or featuring student works or works produced in a training or academic context.</li> <li>• Beginners' workshops or art education courses.</li> <li>• Projects related to the presentation and documentation of an exhibition.</li> <li>• Artists' residencies.</li> <li>• Research and creation projects from individual fine crafts professionals, unless they directly relate to research and policy development of fine craft in Canada. For research and creation grants, please apply to the Explore and Create program.</li> </ul>
<p><b>Funding Amounts</b></p>	<p>There are no minimum or maximum amounts that may be requested or received through this program. Generally, funding will vary between \$5,000 and \$7,000, according to the requests received and the peer assessment committee's evaluations. Successful applicants may or may not be awarded the full amount requested.</p> <p>These funds cannot be used for projects that have already been completed or for expenses that were incurred before the program deadline.</p>
<p><b>Application Assistance</b></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"> <li>• an artist who is Deaf, hard of hearing, has a disability or is living with a mental illness;</li> <li>• a First Nations, Inuit or Métis artist facing language, geographic and/or cultural barriers.</li> </ul> <p>To submit a request, contact the officer responsible for the prize <b>4 weeks</b> prior to the deadline. More information is available on our website:  <a href="http://canadacouncil.ca/commitments/equity/application-assistance">canadacouncil.ca/commitments/equity/application-assistance</a></p>

<p><b>Access Support</b></p>	<p><b>Access Support</b> 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: <a href="http://canadacouncil.ca/funding/strategic-funds/access-support">canadacouncil.ca/funding/strategic-funds/access-support</a></p>
<p><b>Assessment of Applications</b></p>	<p><b>Assessment process</b></p> <p>Peer evaluation is fundamental to the Canada Council’s decision-making process. Eligible applications will be evaluated by a peer assessment committee. The committee will be composed of experienced crafts professionals (such as artists, administrators, curators, critics, writers and /or educators) who are recognized as such by their peers. Committee members will also be selected with consideration to fair representation of artistic specializations, gender, generations, Canada’s 2 official languages, Indigenous peoples, and the cultural and regional diversity of Canada.</p> <p>All peer assessment committee recommendations are final.</p> <p><b>Assessment criteria</b></p> <p>The peer assessment committee will base its review of applications on the fund’s 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, and on the availability of funds.</p> <p>Applications are assessed according to:</p> <ul style="list-style-type: none"> <li>• the impact of the proposal on the development of fine crafts regionally, provincially or nationally;</li> <li>• the quality of the work of the contributors to the project;</li> <li>• the appropriateness of the budget and the applicant’s ability to carry the project to a successful conclusion.</li> </ul>

## IMPORTANT INFORMATION

<b>Processing the application</b>	<p><b>Application preparation</b></p> <ul style="list-style-type: none"><li>• You are responsible for providing all the information and support material requested.</li><li>• The Canada Council will make decisions about your eligibility based on the information you provide in your application.</li><li>• Submit only the material requested. Extra material will not be shown to the peer assessment committee.</li><li>• Carefully choose your support material as committee members have limited time in which to study each application.</li><li>• Do not submit originals. The Canada Council is not responsible for the loss or damage of support material submitted.</li><li>• It is important to 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.</li><li>• The Declaration page must be submitted on paper with an <b>original signature in ink</b>.</li><li>• See the application form for instructions on how to submit your application, required documents and support material.</li></ul> <p><b>Response time</b></p> <p>You will be informed, of the result of your application approximately <b>4 months</b> after the deadline.</p> <p><b>Past winners</b></p> <p>Please consult our website at <a href="http://canadacouncil.ca">canadacouncil.ca</a> for the list of past winners.</p>
<b>Personal Information</b>	<p>Personal information collected in this application shall be used for business purposes or for a purpose related directly to the program, service or activity of the Canada Council.</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 at <a href="http://canadacouncil.ca/about/public-accountability/privacy-notice">canadacouncil.ca/about/public-accountability/privacy-notice</a>.</p>

**Fund Terms and Conditions**

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

**Payment of funds**

The Canada Council will send you the money after it has received your Acknowledgement Form, which will be provided with your notification letter.

In order to receive your payment, all overdue final reports for Canada Council grants and prizes must be submitted and approved.

**Tax status**

The Jean A. Chalmers Fund for the Crafts is taxable. T4A slips 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.

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](http://canadacouncil.ca/funding/grants/guide/if-you-receive-a-grant/income-taxes).

**Changes to proposed projects**

Any changes to funded projects must be approved by the appropriate program officer **before you carry them out**.

**Expiry date of the fund**

The 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.

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 fund that has not been paid to you by the expiry date, or you may be required to return a portion of the funds 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 fund. 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 fund by the date identified in your notification letter.



## 2020 Jean A. Chalmers Fund for the Crafts

The information that you provide on the next 2 pages will not be submitted to the peer assessment committee.

<b>IDENTIFICATION</b>	
<b>Name of applicant</b> (provide your registered or full legal name): <span style="float: right;"><input type="checkbox"/> Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Other _____</span>	
<b>Mailing address:</b> <hr/> Street address and apartment or suite number <hr/> City <span style="margin-left: 50px;">Province or territory</span> <span style="margin-left: 50px;">Postal code</span> <hr/> Telephone <span style="margin-left: 150px;">Fax</span> <hr/> Email <span style="margin-left: 100px;">Website</span>	<b>Name of contact person</b> (if this applies): <hr/> Name <hr/> Position <hr/> Telephone <span style="margin-left: 150px;">Fax</span> <hr/> Email
<b>DECLARATION</b>	
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 for the Arts to include your name, address and email on its mailing list? <b>(This information will be used for Canada Council business only, including surveys.)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>To be eligible for consideration, you must sign below to confirm your agreement with all of the following statements:</b> <ul style="list-style-type: none"> <li>• For individuals only – I confirm that I am a Canadian citizen or have permanent resident status, as defined by Immigration, Refugee and Citizenship Canada.</li> <li>• For representatives of organizations only – I will act as the only representative of the organization, and I will keep the other participants informed of the contents and outcome of this application.</li> <li>• I commit to provide safe working conditions and to foster a workplace free from discrimination, harassment and sexual misconduct</li> <li>• 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.</li> <li>• I have carefully read the eligibility criteria for this fund, which are described in the application guidelines, and I meet (or the organization that I represent meets) these criteria.</li> <li>• I understand that I cannot receive award money until all overdue final reports for Canada Council grants and prizes have been submitted and approved.</li> <li>• I accept the conditions of the fund, and agree to accept the Canada Council for the Arts' decision.</li> <li>• I am aware that the Canada Council for the Arts is subject to the Access to Information Act and Privacy Act, as described in the application guidelines.</li> </ul>	
<b>I confirm that the statements in my application are true and complete, to the best of my knowledge.</b>	
<hr/> Name (Please print)	
<hr/> Signature of applicant or applicant's contact person <b>(an original signature in ink is required)</b>	<hr/> Date

<b>ACCESS SUPPORT (if this applies)</b>	
<p>Applicants who are Deaf, have disabilities or are living with mental illness may apply for additional funds to cover expenses for specific services and supports which are required to carry out the proposed eligible activities. Please visit our website at <a href="http://canadacouncil.ca/funding/strategic-funds/access-support">canadacouncil.ca/funding/strategic-funds/access-support</a> for details.</p> <p><b>Total amount requested: \$ _____</b></p> <p>As access support funds are separate from grant funds, do not include the total amount requested above within your budget for the proposed activities.</p>	
<b>DESCRIPTION</b>	<b>Amount Requested</b>
Describe in detail the required services and supports and provide the cost breakdown.	
For example: Workshop leaders will require sign language interpretation to communicate with me during the workshop. I will need to hire two interpreters for 3 hours at \$80 per hour each and their travel expenses from a nearby town (two bus tickets at \$75 each). Total amount: $(3 \times 80 \times 2) + (75 \times 2) = \$630$	\$630
<b>Total amount requested</b>	
You must round your total amount requested to the <b>nearest hundred dollars.</b>	



### Jean A. Chalmers Fund for the Crafts

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

- The Canada Council for the Arts requires only one copy of the application form. Type or print in black ink to make your submission easier to photocopy.
- Do not bind your completed application form.
- If you are completing the form on a computer, use the following format.

<b>PART A1 – NAME AND LOCATION OF APPLICANT</b>	
Last name of individual applicant	First and middle names
Name of organization (registered or legal name)	Name and position of contact person
City (permanent residence or location)	Province or territory
Website	
<b>PART A2 – DESCRIPTION OF THE FUND REQUEST</b>	
<b>Project type</b> (please check the appropriate box):	
<input type="checkbox"/> Research and Policy Development Assistance <input type="checkbox"/> Special Project Assistance <input type="checkbox"/> Pre-publication Assistance	
<b>Amount requested from this fund:</b> \$ _____ (rounded to the nearest hundred)	
<b>Project title and description</b> (maximum of 30 words):	
<hr/> <hr/> <hr/> <hr/> <hr/>	
The project will begin _____ and finish _____	
<div style="display: flex; justify-content: space-around; width: 100%;"> <span>(day/month/year)</span> <span>(day/month/year)</span> </div>	

**PART A3 – PROFILE OF ORGANIZATION**

**Note:** Individual applicants are not expected to complete this section.

On separate sheets of paper, please describe your organization in point form in **500 or fewer words**.

Address each of the following points:

- mandate of your organization
- main goals or artistic objectives
- brief history (include date established and principal events or main accomplishments)
- structure (give type of incorporation, names and titles of key personnel, number of employees, and the relationship of your organization to any other organizations that it has a corporate affiliation with)
- geographic location and community served
- role of the organization within the arts community
- distribution network and other relevant information (**optional**).

**PART B1 – PROJECT DESCRIPTION**

The peer assessment committee considers this to be the most important section when assessing applications. Ensure that the description of the project is directly related to the assessment criteria for this fund, which are:

- the impact of the proposal on the development of fine crafts regionally, provincially or nationally
- the quality of the work of the contributors to the project
- the appropriateness of the budget and the applicant's ability to carry the project to a successful conclusion.

**This section must not exceed 1,000 words.**

**PART B2 – PROJECT CONTRIBUTORS /INDIVIDUAL APPLICANTS**

List the professionals who will be contributing to the project. Contributors may include staff or guest curators, artists, writers, editors and researchers. Support your selection of contributors by providing a brief description of their previous work and a mention of their role in the proposed activity.

Include résumés of contributors (**maximum of 3 pages each**).

Individual applicants must include their résumé (**maximum of 3 pages**)

**PART C1 – FINANCIAL INFORMATION: REVENUES (relating to this project only)**

Present the budget planned for your proposed project. It is important that all budgets be balanced, which means that the total expenses must equal the total revenues. Clearly indicate, in the appropriate section or column, the expenses to be covered by this program of the Canada Council.

**REVENUES**

	Confirmed	Pending	Amount
Canada Council grants <b>from other programs</b>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Federal grants (other than Canada Council)	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Provincial or territorial grants	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Municipal or regional grants	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Private or corporate donations	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Cost-sharing with other institutions (provide details)	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Registration fees	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Ticket sales	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Other (provide details)	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Contribution of Applicant			\$ _____
Amount requested from the Jean A. Chalmers Fund for the Crafts (you must round your fund request to the <b>nearest hundred</b> )			\$ _____
<b>Total revenues</b>			\$ _____

<b>PART C2 – FINANCIAL INFORMATION: EXPENSES</b>		
<b>EXPENSES</b>		
	<b>Cost</b>	<b>Request to Jean A. Chalmers Fund</b>
<b>Research and Policy Development:</b>		
Honoraria	\$	\$
Meals and incidentals	\$	\$
Transportation	\$	\$
Other (provide details)	\$	\$
	\$	\$
	\$	\$
<b>Total Expenses</b>	<b>\$</b>	<b>\$</b>
<b>OR</b>		
<b>Special Project:</b>		
Honoraria	\$	\$
Meals and incidentals	\$	\$
Transportation	\$	\$
Accommodation	\$	\$
Equipment rental	\$	\$
Facilities rental	\$	\$
Conference supplies	\$	\$
Printing	\$	\$
Documentation	\$	\$
Administration (telephone, fax, postage)	\$	\$
Other (provide details)	\$	\$
	\$	\$
	\$	\$
<b>Total Expenses</b>	<b>\$</b>	<b>\$</b>
<b>OR</b>		
<b>Pre-publication:</b>		
Honoraria	\$	\$
Research and documentation	\$	\$
Photography	\$	\$
Copyright payments	\$	\$
Graphic design	\$	\$
Translation	\$	\$
Other (provide details)	\$	\$
	\$	\$
	\$	\$
<b>Total Expenses</b>	<b>\$</b>	<b>\$</b>

Please ensure that total expenses equal total revenues.

**PART D1 – WRITTEN MATERIAL**

It is important that you identify your written material clearly so the peer assessment committee will understand how it relates to your request. Indicate your name as applicant and, if pertinent, identify the appropriate pages in the publications you are submitting.

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

**Written material** (as appropriate)

- Excerpts from recent catalogues or other publications published by the applicant (maximum of 2).
- Recently published writing samples by curators and other writers (maximum of 2 per author)
- Organization's current program of activity
- Quotations for pre-publication costs, including writers' fees, photography, translation, design and layout

**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 or 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 1/2 x 11 inch pages.

**All paper documents must be:**

- printed on one side only
- on separate sheets of **white** paper (letter format, 8 1/2 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 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**

- Submit a maximum of **20 digital images**

**Instructions for submitting digital support material**

- You must submit your digital support material on USB key, CD or DVD.
- Internet links must go directly to your support material and should not require further navigation or a file to be downloaded. URLs must be accessible throughout the assessment process. The Canada Council takes no responsibility for links that do not work.
- 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.

**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 "Detailed description of digital images" which is Part D3 of this form.

**Images files must be:**

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

**PART D3 – DETAILED DESCRIPTION OF DIGITAL IMAGES**

Complete the following form. If further descriptive information is necessary, include the details on a separate page (one page maximum).

<b>Image No.</b>	<b>Artist or Artists</b>	<b>Title</b>	<b>Medium</b>	<b>Dimensions of Artwork</b>	<b>Date</b>
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
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**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 put your name and the title of the proposed project on all items.

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

- Identification
- Declaration (an **original signature** is required)
- Access support, if this applies
- Part A1 – Name and location of applicant
- Part A2 – Description of the fund request
- Part A3 – Profile of organization (organizations only – maximum **500** words)
- Part B1 – Project description (maximum **1,000** words)
- Part B2 – Project contributors
- Part C1 – Financial information: Revenues
- Part C2 – Financial information: Expenses
- Part D1 – Written material
  - Résumés of participating artists and other project contributors (maximum of **3** pages per contributor)
  - For individual applicants only, your résumé (maximum of **3** pages)
  - Recent catalogues or other publications by applicant, if applicable (maximum of **2**)
  - Recently published writing samples by curators and other writers (maximum of **2** per author)
  - Applicant organization current program of activity, if applicable
  - Quotations for pre-publication costs, if applicable
- Part D2 – Digital support material
  - Digital Images on USB key, CD, DVD or URL (maximum of **20**)
- Part D3 – Detailed description of digital images

**Send 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 Street, 2nd Floor  
 Ottawa ON K2P 1L4

NAME OF APPLICANT:

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**Voluntary Self-Identification form (see the attached form) for individual applicants only**

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](mailto: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*.