



2018 Arts Funding Program

**Creation and Production Fund
For Professional Artists**

Application Form

**Deadline for Submission:
Monday, December 11, 2017 - 4 p.m.**

**Cultural Funding Support Section
Recreation, Cultural and Facility Services Department**

(Pour obtenir la version française de ce document, veuillez composer le 613-580-2424 poste 29404 ou infoculture@ottawa.ca)

Instructions - How to Submit your Application Form

General Information

- Please read the program guidelines that are attached and keep them close for easy reference while completing the application.
- Fill out the application form and ensure that Section A is signed. If your project is a creative collaboration, signatures of all collaborating artists are required. Please note that the City of Ottawa cannot accept electronic signatures.
- Answer all questions and include necessary information along with required documents.

Application Format

- Do not use staples, binders or separators in your submission. Paper clips are acceptable.
- Please provide all text material on single-sided 8½ x 11 white paper; all application materials are photocopied for the peer assessors.
- Do not email any portion of your application, or support material.

Support Material

- Support material is an essential part of your application. It is important for assessors to see examples of your activities to properly evaluate your submission. If you wish to have your support material returned, enclose a self-addressed envelope with the required postage.
- Please note that total time allotted to review support materials in jury cannot exceed 10 minutes per application. Please select your support materials with this time constraint in mind.

Should you have questions regarding this application, please contact the appropriate Cultural Funding Officer listed at the end of this document.

Check the deadline date carefully.

Late or incomplete applications will not be considered and will be returned to the applicant.

A. Applicant Information

Discipline <i>(Check one only)</i>	<input type="radio"/> Literary Arts <input type="radio"/> Music <input type="radio"/> Visual Arts <input type="radio"/> Theatre <input type="radio"/> Dance <input type="radio"/> Independent Film & Video		
Area of Specialization	<i>(For Visual Arts indicate discipline: Sculpture, Painting, Photography, etc. For Music indicate genre: Classical, New World, Popular, Jazz, etc.)</i>		
Name <i>(if a collaboration please list lead contact)</i>			
Address of Residence <i>(postal boxes not admissible)</i>	Street		
	City	Postal Code	
Telephone		E-mail	
How long have you resided in Ottawa?			
How many years have you been practicing as a professional artist? <i>(do not include years of training)</i>			HST # <i>(if applicable)</i>
I am applying for: <i>(check one)</i>	<input type="radio"/> A Grant - \$5,500 Mid-Career / Established artists		<input type="radio"/> B Grant - \$4,000 Emerging artists
Project Title			
Project Dates			
From (day / month / year) <input style="width: 100px; height: 20px;" type="text"/>		To (day / month / year) <input style="width: 100px; height: 20px;" type="text"/>	
Brief Description of Project			
Have you previously received a Professional Artist Grant from the City of Ottawa? <input type="radio"/> Yes <input type="radio"/> No		If yes, please list the years funding was received	
If you have received a grant, have you submitted the required reports?		<input type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/> Included with this application	
Is this a collaborative project? <i>(if yes please have collaborating artists fill and sign Section H. Collaborations)</i>		<input type="radio"/> Yes <input type="radio"/> No	

A. Applicant Information

For creative collaborations, artists must fill and sign *Section H - Collaborations*. The lead applicant will be responsible for the grant and subsequent reporting.

I certify that, to the best of my knowledge, the information provided in this application is true, accurate and complete. I am a resident of the City of Ottawa, where I have lived for a minimum of 12 consecutive months leading up to the date of this application.

I have read the enclosed document titled *Terms and Conditions* and if successful in obtaining a grant, I agree to observe the terms and conditions as set out in this document.

Print Name (*for collaborations print name of lead artist*)

Date (dd/mm/yy)

Signature (*original signature required*)

Municipal Freedom of Information and Protection of Privacy Act

Personal information on this application form is collected under the authority of section 107 of the Municipal Act, 2001 S.O. 2001, C. 25 in accordance with the City of Ottawa Grants and Contributions Policy. The City of Ottawa will use this information in the determination of eligibility and in establishing funding allocation recommendations.

Questions regarding the collection of this information may be addressed to: Portfolio Manager, Cultural Funding, at 613-580-2424 ext. 27412 or infoculture@ottawa.ca.

Assessment Criteria

This application form relates directly to the following assessment criteria that peer assessors use to evaluate your request for funding. Please ensure that your application provides evaluators with all the information they need for assessment purposes.

Artistic Merit (principal criterion)

- Strength of the proposed body of work and its relationship to previous work
- Strength of artistic vision and goals
- Artistic excellence and innovation
- Technical competence

Artistic Impact

- Access to your work by the local community
- Strength of involvement of other artists (where relevant)
- Contribution to the artistic discipline

Effective Planning

- Viability of the project (realistic goals, appropriate planning)
- Effective budgeting
- Track record

Application Questions

B. Artistic Résumé

Please provide a résumé of your professional career as an artist (5 pages maximum). List the following items, with dates:

- arts training and / or apprenticeship
- participation in the local arts community through associations, memberships, involvement as a Board member or volunteer, etc.
- professional exhibitions, performances, publications, screenings, etc. of your work indicating the selection process used (curated, evaluated by committee, etc.)
- awards and previous grants received

If this is a creative collaboration please include the résumé of each collaborator's professional career as an artist (3 pages maximum).

C. Project Description

Artistic Merit

1. Please describe the work you intend to create with this funding. If this is a creative collaboration, please describe the nature of the collaboration and the roles of collaborators.
2. How does the proposed work relate to your artistic goals and fit within the overall development of your practice?
3. What are the timelines for this project?

Artistic Impact

1. How will the local arts community/general public have access to your final work or to the developmental process (e.g., exhibition, screening, publication, etc.)?
2. If relevant, how will other people/artists be involved in the creation/production of your work? If applicable, include short bios.
3. How does your work relate to contemporary practices in your discipline?

D-1 Creation Project Budget

Your Request A Grant \$5,500 B Grant \$4,000

Revenue Please list all other sources of revenue (federal, provincial, municipal, private, etc.)		
Sources	Status	Amount
City of Ottawa (this grant application)	<input type="radio"/> Pending	
	<input type="radio"/> confirmed <input type="radio"/> Pending	
	<input type="radio"/> confirmed <input type="radio"/> Pending	
	<input type="radio"/> confirmed <input type="radio"/> Pending	
Total Revenue		

Expenses (estimated)	Amount
Living expenses	
Artistic expenses (materials, etc., if applicable)	
Other expenses (please specify, if applicable):	
Total Expenses	

Total eligible expenses must be equal to, or greater than, the City of Ottawa funding request amount.

D-2 Production Budget - Revenues

Your Request

- A Grant \$5,500
 B Grant \$4,000

Earned Revenue

Item	Sources	Status	Amount
1	Admission fees		
2	Instructional fees		
3			
4			
5			

Public Sector Support

Federal

Item	Source	Status	Amount
6	Canada Council		
7			

Provincial

Item	Sources	Status	Amount
8	Ontario Arts Council		
9			

City of Ottawa

Item	Sources	Status	Amount
10	City Arts Funding (this grant application)		
11			

Other Sector Support and Fundraising

Foundations

Item	Sources	Status	Amount
12	Community Foundation		
13			

Corporate Cash Sponsorship (please specify)

Item	Sources	Status	Amount
14			
15			

Individual Donations (please specify)

Item	Sources	Status	Amount
16			
17			

Special Fundraising Projects (please specify)

Item	Sources	Status	Amount
18			
19			

Other Revenue (please specify)

Item	Sources	Status	Amount
20			
21			

Total Revenues	
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D-2 Production Budget - Expenses

Artistic Expenses - Fees and Honoraria (please provide a breakdown)

Item	Sources	Amount
22		
23		
24		

Other Artistic Expenses (please specify)

Item	Sources	Amount
25		
26		

Production/Technical (please specify)

Item	Sources	Amount
27		
28		
29		
30		

Marketing (please specify)

Item	Sources	Amount
31		
32		

Rental (please specify)

Item	Sources	Amount
33		
34		

Administration (please specify)

Item	Sources	Amount
35	Insurance	
36		

Fundraiser (please specify)

Item	Sources	Amount
37		
38		

Other (please specify)

Item	Sources	Amount
39		
40		
41		

Total Revenues		
Total Expenditures		
Surplus/Deficit		

Please note: Total Expenses must equal total revenues.

E. Support Material

You **must** include artistic support material with your submission. It is important for assessors to see examples of your artistic work to properly evaluate your submission. Please refer to Section *E-1 Required Support Material for Each Discipline*. Your work must be well presented to make a positive impression. Remember that jurors have very limited time to view and listen to your support material. It is important that you:

- Label all materials with your name and a description of the contents.
- For recorded material, submit up to three samples on one (1) USB key.
- Test all electronic materials to ensure readability.
- Complete and submit the relevant Support Material Form, which is included in this application form.
- Please note that total time allotted to review materials in jury cannot exceed 10 minutes per application.
- Please select your support materials with this time constraint in mind.
- If you wish to have your support material returned, enclose a self-addressed envelope with the required postage.
- Refer to section E-2 How to Submit Support Material.

E-1. Required Support Material for Each Discipline

Should you have questions regarding support material, please contact the appropriate Cultural Funding Officer listed at the end of this document.

Dance

Choreography

Examples of performed choreography/choreographies (min. 1- max. 3; total running time of excerpts should not exceed 10 minutes).

For established performing artists applying for a first time creation grant, please provide programs/promotional material and reviews of 3 past performances

Dance Production

Submit at least one of the following: recordings (total running time of excerpts should not exceed 10 minutes), photographs, programs/promotional material and reviews of previous performances/productions

Literary Arts

Writing

- *Sample manuscript pages of the work in progress for which you are seeking support.*
Prose: 20 - 30 pages; Poetry: 10 - 20 pages
- *Sample of previously published work*
Note: Do not submit books

Spoken Word and Storytelling

- Recordings of the work in progress for which you are requesting funding
AND /OR
- Manuscript pages of the work in progress
- Past recordings of your work that relate most closely to the project you are proposing

Theatre

- A synopsis and/or 20-30 pages of the proposed work (play, script, work in progress)

In addition:

Playwriting and Script Development

- *One script previously produced (30 pages max.)*
For established performing artists applying for a first time creation grant, please provide programs/promotional material and reviews of 3 past performances
Note: Do not submit books

Theatre Production

- Submit at least one of the following: recordings (total running time of excerpts should not exceed 10 minutes), photographs, programs/promotional material and reviews of previous performances/productions

Independent Film and Video

Screenwriting and Script Development

- One script previously produced (30 pages max.)
- A synopsis and/or 20-30 pages of the work in progress for which you are seeking support
- If applicable, examples of your previous work (min. 1- max. 3)

Film and Video Production

- *Examples of your previous independent work and, if applicable, cued rough cuts of new work (min. 1- max. 3; total running time of excerpts should not exceed 10 minutes)*
Note: If you submit a demo reel you must also submit one complete work for jury review.

In addition:

- Animation projects: a complete or partial storyboard
- Documentary projects: a complete or partial treatment or visual outline
- Drama Production: a complete or partial script (30 pages max.)
- Experimental: a complete or partial treatment or work in progress

Music

- Submit three recorded samples of pieces you have composed and/or performed. Samples must all be on one (1) USB key.

In addition for:

- Songwriters: submit lyrics for three songs
- Composers: submit scores for up to three works (reduced to 8 ½ x 11 paper, maximum 15 pages)
- Concert Productions: submit at least one of the following: recordings or videos (total running time of excerpts should not exceed 10 minutes), photographs, programs/promotional material and reviews of previous productions

Visual Arts

Creation

- 12 digital images of your recent work; in order of oldest to most recent
AND/OR
- Recordings or documentation of your previous work (min. 1- max. 3; total running time of excerpts should not exceed 10 minutes).

Curatorial

- digital images (up to 12) of past exhibitions that you have curated; in order of oldest to most recent
AND/OR
- past excerpts of curatorial texts (20 pages max)

E-2. How to Submit Support Material

Include examples of your work that relate most closely to the project you are proposing. Complete the support material forms and if applicable, include explanatory notes on a separate sheet of 8 ½ x 11 paper. Notes should describe how selections relate to the proposed work. Total running time of time-based submissions should not exceed 10 minutes.

**Submit all digital material on one (1) USB key (no CDs, no hyperlinks, no email submissions)
All file formats must be compatible with Windows OS.**

Audio

- Provide detailed cue instructions such as track number and start at time code: 2:30

Video

- Provide detailed cue instructions such as: start at time code: 2:30
- DVDs accepted for video only. However, ensure that your DVD works in a stand-alone DVD player AND
- File format must be compatible with Windows media player or VLC media player
- For submissions with multiple works on a single DVD provide a menu
- Quicktime files are not accepted

Digital Images

- File format: .jpg or .bmp
- Maximum 1024 x 768 pixels, maximum 600 DPI
- Clearly named and numbered so that digital files correspond to the image list
- Must be in RGB colour mode only (no CMYK)

Manuscripts

- Double space text using a sans serif font such as Arial or Tahoma
- Justify left, with ragged right, using 1.5 inch margins (3.8 cm)
- Number pages upper left or right with your surname and a title keyword
- Submit text on single sided 8 ½ x 11 white paper

Critical Reviews & Other Documentation

- Copy and reduce all documentation (newspaper articles, scores, reviews, etc.) to fit on single-sided 8 ½ x 11 size paper
- Underline relevant sections of articles and reviews
- May include one copy of the following: performance or exhibition programs, invitations to screenings, exhibitions or launches, reviews (maximum 3) or flyers

E-3. Support Material List

Check off appropriate items and indicate number submitted:

Support Material Included	How deos this material relate to the proposed projects?	# of Items
<input type="checkbox"/> USB Key (audio/video/stills)		
<input type="checkbox"/> DVDs (film/video only)		
<input type="checkbox"/> Manuscripts, scripts		
<input type="checkbox"/> Storyboards		
<input type="checkbox"/> Songs (lyrics)		
<input type="checkbox"/> Scores		
<input type="checkbox"/> Photographs (maximum 12)		
<input type="checkbox"/> Press clippings (maximum 3 pages)		
<input type="checkbox"/> Programs / Invitations / Brochures		
<input type="checkbox"/> Publications		
<input type="checkbox"/> Website (hard copy only) (maximum 2 pages)		
<input type="checkbox"/> Other (specify)		
<input type="checkbox"/> Other (specify)		

Additional notes may be submitted on a separate page if necessary.

E-4. Support Material Form for Audio and/or Video

Name of applicant:

	Item title Track No. & Date Created	Cue Instructions <i>e.g. "Start watching at 2 min. 30 sec."</i>	Brief description of how the support material relates to the proposed project	Appliant's role in production
ITEM # 1	Disk Title Track No. Date Created (dd/mm/yy)			
ITEM # 2	Disk Title Track No. Date Created (dd/mm/yy)			
ITEM # 3	Disk Title Track No. Date Created (dd/mm/yy)			

Attach additional information on a separate page, if necessary. Submit a **MAXIMUM** of 3 items for the assessment committee to review. Total running time of submissions cannot exceed 10 minutes. Exception: Applicants to the music category must submit three complete tracks.

E-5. Support Material Form for Digital Images

Name of applicant:

Submit a maximum of 12 digital images and complete the table below.

No.	Title	Date (dd/mm/yy)	Medium	Dimensions
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

F. Reporting

Applicants who have previously received Arts Funding from the City of Ottawa must submit a Final Report detailing how they used the funds awarded to them. All Final Reports must be approved by the Cultural Funding Support Section.

Failure to provide a Final Report approved by the City of Ottawa Cultural Funding Support Section will result in ineligibility for subsequent City of Ottawa funding.

To obtain a reporting form, please contact infoculture@ottawa.ca or call 613-580-2424 ext. 29404.

G. Checklist

Please include one copy of the following with your application:

- A. **Applicant Information** - completed and signed
- B. **Artistic Résumé** - maximum 5 pages
- C. **Project Description** - all questions answered
- D. **Project Budget**
 - D-1. Creation Budget
 - D-2. Production Budget
- E. **Support Material** - including all related items and forms:
 - E-3. Support Material List
 - E-4. Support Material Form for Audio and/or Video - if applicable
 - E-5. Support Material Form for Digital Images - if applicable
 - Self-addressed envelope, with required postage, for return of support material, if desired. The applicant agrees that the City of Ottawa is not responsible for the loss of or damage to support material (however caused).
- F. **Reporting** - if applicable
- G. **Collaborations** - if applicable

Deadline for Application

Monday, December 11, 2017 at 4 p.m.

One complete copy of the application must be mailed or delivered to:

**City of Ottawa
Arts Funding Program
Cultural Funding Support Section (01-49)
110 Laurier Avenue West, 2nd Floor West
Ottawa, ON K1P 1J1**

The package must be received by 4 p.m. on the deadline date, or must be postmarked for that day.

Late or incomplete applications will not be considered.

Contact Information

Program Inquires

For specific information on your submission, or to discuss eligibility please contact the Cultural Funding Officer for your discipline:

**English Literary Arts
English Theatre
French Theatre**

Marlène Barré
613-580-2424 ext. 28517
marlene.barre@ottawa.ca

French Literary Arts

Anik Després
613-580-2424 ext. 27208
anik.despres@ottawa.ca

**Independent Film and Video
Visual Arts
Dance**

Marie-Christine Feraud
613-580-2424 ext. 23915
marie-christine.feraud@ottawa.ca

Music

Adrija McVicar
613-580-2424 ext. 23231
adrija.mcvicar@ottawa.ca

General Inquiries

For general information or to request an application form, contact:

Infoculture
613-580-2424, ext. 29404
infoculture@ottawa.ca

G. Collaborations

Collaborating artists involved in the artistic creation of the proposed project must complete and sign below:

Title of project			
Name of collaborating artist #1			
Address of Residence <i>(postal boxes not admissible)</i>	Street		Postal Code
	City		
Telephone	E-mail		
How long have you resided in Ottawa?			
How many years have you been practicing as a professional artist? <i>(do not include years of training)</i>			HST # <i>(if applicable)</i>
Have you previously received a Professional Artist Grant from the City of Ottawa? <input type="radio"/> Yes <input type="radio"/> No		If yes, please list dates funding was received	
If you have received a grant, have you submitted the required reports?		<input type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/> Included with this application	
Name of collaborating artist #2			
Address of Residence <i>(postal boxes not admissible)</i>	Street		Postal Code
	City		
Telephone	E-mail		
How long have you resided in Ottawa?	Citizenship <i>(check one)</i>	<input type="radio"/> Canadian <input type="radio"/> Landed Immigrant	
How many years have you been practicing as a professional artist? <i>(do not include years of training)</i>			HST # <i>(if applicable)</i>
Have you previously received a Professional Artist Grant from the City of Ottawa? <input type="radio"/> Yes <input type="radio"/> No		If yes, please list dates funding was received	
If you have received a grant, have you submitted the required report(s)?		<input type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/> Included with this application	

G. Collaborations

I certify that, to the best of my knowledge, the information provided in this application is true, accurate and complete. I am a resident of the City of Ottawa, where I have lived for a minimum of 12 consecutive months leading up to this application.

I have read the enclosed document titled *Terms and Conditions* and if successful in obtaining a grant, I agree to observe the terms and conditions as set out in this document.

For collaborative projects, the lead applicant will be responsible for the grant and subsequent reporting.

Collaborating artist # 1 (*Print Name*)

Date (dd/mm/yy)

Signature (*original signature required*)

Collaborating artist # 2 (*Print Name*)

Date (dd/mm/yy)

Signature (*original signature required*)

Municipal Freedom of Information and Protection and Privacy Act

Personal information on this application form is collected under the authority of section 107 of the Municipal Act, 2001 S.O. 2001, C. 25 in accordance with the City of Ottawa Grants and Contributions Policy. The City of Ottawa will use this information in the determination of eligibility and in establishing funding allocation recommendations.

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