EXPLORE AND CREATE:

Professional Development for Artists

The **Professional Development for Artists** component of *Explore and Create* supports the career growth of Canadian artists and artistic groups by encouraging participation in a wide range of development opportunities. Grants fund activities that contribute to the professional advancement of Canadian artists working in all artistic disciplines.

You may be eligible for [Application Assistance](http://canadacouncil.ca/commitments/equity/application-assistance) to pay someone to help you with the application process if you are experiencing difficulty and self-identify as:

* 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.

**Grant type** –[**project**](http://canadacouncil.ca/glossary/project)

**Deadline(s) and notification of results** – Consult the [**Deadlines and Notifications of Results**](https://canadacouncil.ca/funding/grants/deadlines) page

Submitting your application as early as possible is recommended in order to enhance your chances of receiving your results before the start date of your project/activity.

**Grant amount** –Up to $10 000

**Application limits** – You can apply to this component once per year (1 March – 28/29 February)

There are [**limits on the number of applications you can submit**](http://canadacouncil.ca/funding/grants/guide/apply-to-programs/annual-application-limits) to the Canada Council per year.

# I want to apply – What else do I need to know?

If you have not already done so, you must register in the [**portal**](https://apply.canadacouncil.ca/Default2.aspx)at least 30 days before you want to apply.

# Applicants - Who can apply?

Types of potential applicants to this component include:

* artists and curators
* artistic groups and collectives

Your eligibility to apply to this component is determined by the validated profile created in the portal.

For individuals only: you may be considered for [**prizes**](http://canadacouncil.ca/funding/prizes) based on information submitted with your application and your applicant profile. If you do not want to be considered for prizes, email prizes@canadacouncil.ca with OPT OUT in the subject line.

# Activities - What can I apply for?

Support for professional development activities, including but not limited to:

* mentorships
* internships
* apprenticeships
* specialized training
* workshops

**You can’t apply for** activities that occur before your project start date, those that receive funding from another Canada Council program or those on the [**general list of ineligible activities**](http://canadacouncil.ca/funding/grants/guide/apply-to-programs/general-list-of-ineligible-activities). Please note that activities that are carried out to satisfy the course requirements of an educational institution are not eligible.

You can’t apply for residencies or self-directed projects that focus primarily on creation. Please see *Research and Creation* or *Arts Abroad – Residencies* for funding options.

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

# Expenses - What is eligible?

Professional development fees, subsistence, travel costs generally based on [**fixed amounts**](http://canadacouncil.ca/funding/grants/guide/apply-to-programs/fixed-amounts-for-travel-costs), per diem and accommodation and other direct costs.

# Assessment - How are decisions made?

Your application to the **Professional Development for Artists** component of *Explore and Create* will be assessed by an [**internal committee**](http://canadacouncil.ca/glossary/internal-committee) on the following weighted criteria, and must receive a minimum score **in each category** to be considered for a grant:

**Impact 40%** (minimum score of 25 out of 40)

The potential of the project:

* to contribute to your artistic development
* to generate future opportunities for professional growth

**Relevance** **40%** (minimum score of 25 out of 40)

* The artistic rationale, including timeliness and suitability of the project
* The suitability of the partners or host organizations involved, if any

**Feasibility** **20%** (minimum score of 10 out of 20)

* The capacity and experience you and your partners or host organizations have to undertake the project

# Required information and support material - What you need to apply

Once registered in the portal, you will need to provide information about:

* your project and its potential impact
* the partners, training institutions, host organizations, mentors or collaborators, if any

You will also need to include:

* your budget
* a biography of mentors or collaborators, if any
* confirmation from your mentor, training institution or host organization (if confirmed)

# Grant payment and final reports

If your application is successful, the first step in receiving your grant payment is to complete the Grant Acceptance Form. Click [**here**](http://canadacouncil.ca/funding/grants/guide/if-you-receive-a-grant) for more information on the responsibilities of grant recipients.

A final report will be due 3 months after you complete the project.

# Contact information

You are encouraged to speak with a **Canada Council** **Program Officer** before submitting an application to this component for the first time. You can contact Explore and Create by e-mail or toll free at 1-800-263-5588 ext. 4031.

PREVIEW: Application Form

This is not an official application form. You must use the portal to apply.

Use simple text formatting if you prepare your application outside of the portal. Formatted text uses additional characters, and some formatting may be lost when copied over.

 = required

## GRANT DESCRIPTION

1. **Give your application a name.** (approximately 10 words)

The name you provide is for your reference and will identify this grant application in your dashboard.

1. **For groups, provide the name of the contact person responsible for this application.**
2. **Provide a one-sentence summary of your project.** (approximately 25 words) 

If possible, use the format ACTIVITY, EVENT (if relevant) and PROJECT DATES.

For example, “To participate in a master class at the ABC Centre from month/year to month/year.” This summary will be used in the Canada Council’s official reporting.

1. **Project start date**

This date must be after the date you submit your application.

1. **Project end date**
2. **Professional Development for Artists Overview**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| EstimatedStart Date | EstimatedEnd Date | Country | City(include State or Region if known) | Activity(for example):* mentorship
* internship
* apprenticeship
* specialized training
* taking workshops
* other (specify)
 |

**Consent to sharing my contact information and Professional Development for Artists** **Overview**

Through a coordinated approach, Global Affairs Canada (GAC), Canadian Heritage (PCH) and the Canada Council for the Arts have agreed to share information related to Canadian artists travelling abroad with projects supported by the Canada Council through its Explore and Create program. This initiative was developed in an effort to maximize Canadian participation in key international events and identify opportunities for consular presence at these events and/or other activities to recognize visiting Canadian artists.

1. **What art form(s), style(s), genre(s) and/or expression(s) are most relevant to this application?** (approximately 25 words)

Some examples include: hip hop, experimental music, theatre for young audiences, throat singing, documentary film, fine craft, new media, children’s illustrated book, circus aerial acrobatics, transdisciplinary arts, Deaf theatre.

This information helps the Canada Council collect examples of art forms and practices in Canada and will not be used for assessing your application.

1. **Describe your project.** (approximately 250 words)

Include a schedule of activities, if pertinent.

1. **Why do you wish to complete this project at this time?** (approximately 250 words)
2. **How will this project contribute to your artistic development and generate future opportunities?** (approximately 250 words)
3. **For the partners, collaborators, mentors, training institutions or host organizations involved, describe why you have chosen them for this project.** (approximately 250 words)
4. **Describe the registration process, if any, or how you were selected to participate in the activity. Also describe where you are in the process.** (approximately 100 words)

Is there an assessment process? Are there registration fees (i.e. workshop, training, mentorship fees)? Have you registered? Are you waiting for an answer? Have you been accepted?

1. **If your proposed activity touches upon Indigenous traditional knowledge, linguistic or cultural intellectual property, please describe your relationship to this content and how appropriate protocols are/will be observed or addressed.** (approximately 100 words)
2. **If there is anything that has not been asked that is essential to understanding your application, provide it here.** (approximately 250 words)

Do not use this space to provide additional information related to earlier questions.

1. **If you have applied to a different component for overlapping activities or expenses, please indicate the component and submission date.** (approximately 10 words)

## BUDGET AND APPENDICES

1. **Complete the Budget and Appendices document.**
2. **Grant amount requested** (maximum of $10 000)

This amount must match the requested amount in your completed budget. Do not include expenses that are not eligible in this component.

If your application is successful, you might not be awarded the full amount requested.

## REQUIRED DOCUMENTS

1. **Provide a one-page biography of the mentors or collaborators you are working with, if applicable.**
2. **Provide information about the partners, training institutions or host organizations, if applicable.** If available, include confirmation from your mentor, training institution or host organization.