MEDIA ARTS EQUIPMENT ACQUISITION FUND

The **Media Arts Equipment Acquisition Fund** supports Canadian professional media arts organizations to develop technical infrastructure that fosters conditions necessary for the vitality and advancement of independent media arts in Canada.

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

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

**Grant amount** – up to $30 000

**Application limits** – you can submit:

Up to 2 applications per deadline:

* 1 application per deadline for equipment purchased on your own

**AND (if applicable):**

* 1 application per deadline for equipment purchased in partnership

The amounts requested, when added together, cannot be more than $30 000.

# 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?

Your organization must:

* be receiving core funding as a Media Arts organization

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

Equipment purchases can be made in partnership with other media arts organizations. If submitting an application in partnership:

* Each organization must commit resources and receive benefit from the joint purchase of equipment.
* Each partner must submit an application for their portion of the financial contribution.

All partners must be professional Canadian independent media arts organizations that are receiving core funding from the Canada Council and meet the eligibility criteria of the fund.

# Activities – What can I apply for?

Support towards the purchase of media arts equipment for the research, development, creation, presentation, dissemination and distribution of Canadian independent media artworks.

**You can’t apply for** acquisitions made before the deadline date.

# Expenses – What is eligible?

A contribution towards the purchase of media arts equipment for the research, development, creation, presentation, dissemination and distribution of Canadian independent media artworks, including (but not limited to):

* equipment purchases
* storage
* bandwidth
* domain names

Ineligible expenses include:

* repairs
* shipping
* insurance
* duty or other handling fees
* office equipment purchases

# Assessment – How are decisions made?

Your application to the **Media Arts Equipment Acquisition Fund** will be assessed by a [**peer assessment committee**](http://canadacouncil.ca/glossary/peer-assessment-committee) with knowledge of Media Arts, on the following criteria:

**Relevance**

* The relevance of the equipment acquisition plan in relation to your organization’s mandate and the needs of the arts community you serve, taking into account the facilities, your organization’s existing equipment holdings and the equipment available in your community

**Impact**

* The potential of the equipment acquisition plan to expand the capacity of your organization to serve the independent media arts community, considering partnerships, collaborations and the equipment itself

**Feasibility**

* Your organizational capacity to manage and maintain the equipment, while efficiently carrying out your regular activities
* Experience, quality and contribution of partners, if relevant

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

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

* acquisition plan and its context
* aims and objectives
* partners involved, if any (including mandates and brief histories)
* budget

If your application is for equipment purchased in partnership, you must include:

* letters of commitment from each partner, the letter should include the joint purchasing agreement and the terms and conditions for sharing the equipment (rental fees, insurance, storage, maintenance, etc.)

# 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.

You may also be required to demonstrate that you have sufficient funds to cover a portion of the equipment costs. More information will be provided in your grant notification, if this applies to you.

A final report will be due 3 months after you complete your acquisition.

# Contact information

You are encouraged to speak with a [**Canada Council Program Officer**](mailto:supportingartisticpractice@canadacouncil.ca) at least two weeks prior to the deadline before submitting an application to this component for the first time.

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.

mandatory question = required

## GRANT DESCRIPTION

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

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

1. **Provide the name of the contact person responsible for this application.** (approximately 10 words)mandatory question
2. **Provide a one-sentence summary of your project. If possible, use the format ACTIVITY and FISCAL YEAR.** (approximately 25 words)

For example, “Equipment acquisition for fiscal year xxxx-xxxx."

This summary will be used in the Canada Council’s official reporting.

1. **Earliest estimated date of acquisition**.mandatory question

This date must be after the deadline date**.**

1. **Latest estimated date of acquisition.**mandatory question

This could be the same as your earliest date.

**Context** (approximately 500 words, 3500 characters)

Briefly summarize the context in which your organization pursues its activities and/or offers its services.

**Summarize your acquisition plan. Describe the major equipment that you wish to acquire. Explain how this equipment supports your current programming and mandate. How is this equipment distinct and/or complementary given the equipment available within the overall ecology of your region?** (approximately 500 words)mandatory question

**What do you hope to achieve? Specify the objectives you wish to achieve through the acquisition of the proposed equipment. How will acquiring this equipment help you to realize your objectives? How will acquiring this equipment benefit your membership or the communities you serve?** (approximately 250 words)mandatory question

**If you are acquiring equipment in partnership with another (other) organization(s):** (approximately 500 words)

provide the name(s) of the partner organization(s)

describe the partnerships

identify the expected benefits of sharing the equipment between the organizations

1. **Explain how this equipment complements your current collection** (approximately 1000 words) mandatory question

* describe the equipment you acquired
* explain why you acquired it
* specify how the equipment met the objectives of your organization
* describe the impact that the equipment had
* provide statistical information regarding your organization’s membership, equipment usage or audience data as relevant
* describe your successes and any difficulties

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

Some examples include: film, video, video art, expanded cinema, new media, robotics, web art.

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

## BUDGET

1. **Grant amount requested** (maximum of $30 000 per annual deadline)mandatory question

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

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

1. **Provide your CADAC ID number.**mandatory question

## REQUIRED DOCUMENTS

**If your request is in partnership with another (other) organization(s), you must complete the next 2 questions.**

1. **Provide information about each partner organization.**

Include the name, address, description, mandate and brief history of each partner organization.

1. **Provide letters of commitment from each partner organization**.

These must be signed by an authorized representative of the partner organization and include the joint purchasing agreement and the terms and conditions for sharing the equipment (rental fees, insurance, storage, maintenance, etc.).