ACCESS SUPPORT

**Access Support** funds individual applicants who self-identify as Deaf, having disabilities or living with 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 (from this point on referred to as the [**associated grant**](http://canadacouncil.ca/glossary/associated-grant)).

**Grant type** – [**supplement**](http://canadacouncil.ca/glossary/supplement-grant) to the associated grant

**Deadline(s)**– You can submit an Access Support request with your associated application, and up to 90 days after receiving your associated application’s results.

Composite and Core grant applicants must request support annually. Year 1 is requested at the time of application and subsequent years are requested when you submit your annual update. Please contact your program officer if this applies to you.

**Grant amount** – based on your access-related costs

**Notification of results** – Applicants applying at the same time as they apply for the associated grant will be notified about their Access Support application in their associated grant letter.

Applicants who apply after the associated grant will be notified about their Access Support application, in a separate letter, no later than 6 months after submission of the associated grant.

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

# Applicants - Who can apply?

Individuals must:

* self-identify in the portal as Deaf, having disabilities or living with mental illness
* be eligible to Canada Council programs

Groups and organizations must:

* have a validated profile as a group or organization with a mandate to support artists who are Deaf, have disabilities or live with mental illness
* dedicate the majority (51% or more) of their activities, artistic content and financial and human resources towards supporting these artistic communities
* be eligible to Canada Council programs

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

If you are eligible for Access Support, you are also 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.

# Expenses - What is eligible?

A contribution towards costs associated with disability-related supports and services required to carry out your activities, including (but not limited to):

* sign language interpretation
* personal care attendant or support worker
* a transcriber or specialized editor
* personal project coordinator or assistant
* a guide or visual describer
* converting material into accessible formats
* rental of specialized equipment needed for personal access or support

Ineligible expenses include:

* major capital costs (e.g. purchase of a wheelchair, vehicle, computer, renovations, etc.)
* supports and services required for daily living (e.g. home care, regular therapy, medication etc.)
* services and supports that are not directly tied to your funded activities
* services and supports already funded by the Canada Council
* services and supports for which you are already receiving funding from another agency
* expenses incurred before your associated grant start date or after the submission of your final report

# Assessment - How are decisions made?

Your application to the **Access Support** fund will be assessed by a program officer with the advice and collaboration of the Disability Arts Officer or other experts, as required, on the following criteria:

* a reasonable budget
* how directly the support is tied to carrying out the activities in your associated grant

Note that, to receive this supplementary grant, your associated grant must be successful.

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

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

* the rationale and a detailed description of the services and supports required to carry out your proposed or funded activities
* itemized budget

# 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 for the associated grant. Click [**here**](http://canadacouncil.ca/funding/grants/guide/if-you-receive-a-grant) for more information on the responsibilities of grant recipients.

A separate final report for this supplementary grant is not required; instead you must report on the Access Support funding in the final report submitted for the associated grant.

**Contact information**
You are encouraged to speak with the [program officer](https://canadacouncil.ca/contact/officers) responsible for your associated grant before submitting an application.

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

## DESCRIPTION OF SERVICES AND SUPPORTS

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. **Reference number** of the associated grant application

The reference number can be found in the notification of grant receipt that was sent to you electronically.

## BUDGET

1. **Total access support amount requested**

This amount must match the sum of the amounts requested in the Detailed description and cost breakdown below.

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

1. **Detailed description and cost breakdown**

Describe in detail the services and supports required to carry out your proposed or funded activities.

The detailed description should include as much detail as possible and describe why the supports and/or services are required to carry out your activities.

**For example:**

| **DESCRIPTION** | **COST BREAKDOWN** |
| --- | --- |
| I require sign language interpretation to travel with me from Montreal to Ottawa. This is to communicate with my script editor. I will need to hire 2 interpreters for 3 hours at $80 per hour each. I will need to meet with my script editor 3 times throughout the project. | 2 interpreters @ 80/hr x 3 hours = $480 x 3 meetings = $1440 |
| Travel expenses Montreal - Ottawa return by bus for sign language interpreters (2 bus tickets at $75 each). | 2 bus tickets @$75 each = $150 x 3 trips = $450 |
| TOTAL REQUEST | $1890 |