



ENGAGE AND SUSTAIN ARTISTIC INSTITUTIONS

GUIDELINES PREVIEW

The Artistic Institutions component of Engage and Sustain funds major Canadian arts organizations rooted in their communities and dedicated to supporting artists and a variety of arts practices. Grants support institutions as artistic leaders to carry out activities that encourage and promote the work of creators, strengthening their relationships with the public.

GRANT TYPE	core
DEADLINE	1 June 2017 (2-year grants for your organization's fiscal years beginning in 2017 and 2018)
TRANSLATION DEADLINE	15 June 2017 (with the exception of Literary Arts and Theatre organizations) You must provide a translation of your application into French or English by the Translation deadline date, or request that the Canada Council arrange for the translation of your application (the Canada Council is not responsible for ensuring the quality of the translation).
GRANT AMOUNT	up to 25% of your total annual revenues, averaged over the last 3 years
NOTIFICATION OF RESULTS	December 2017
APPLICATION LIMITS	Your organization can hold 1 core grant at a time.

There are limits on the number of applications you can submit to the Canada Council for the Arts per year (1 March – 28/29 February).

I WANT TO APPLY - WHAT ELSE DO I NEED TO KNOW?



If you have not already done so, you must register in the portal at least 30 days before you want to apply.

You will also need to register your organization with CADAC (Canadian Arts Data/Données sur les arts au Canada) as early as possible to ensure that you have enough time to assemble and submit the required financial and statistical information.

APPLICANTS - WHO CAN APPLY

Types of potential applicants to this component include:

- › [artistic organizations](#)

Your eligibility to apply to this component is determined by the validated profile created in the portal and a conversation you have had with a Program Officer.

To be eligible, your organization must play a role in advancing artistic practice and the cultural development of your local or regional community. You must also meet the following basic administrative, programming and financial criteria:

- › presently receive core (operating) support through one of the following Canada Council programs:
 - Creation/Production in Dance: Multi-Year and Biennial Grants
 - Annual and Multi-Year Grants to Aboriginal Peoples Dance Companies
 - Inter-Arts Office: Multi-Year Grants to Organizations
 - New Music: Multi-Year and Annual Grants
 - Music: Grants to Professional Orchestras
 - Opera/New Opera Program: Annual and Multi-Year Grants
 - Professional Music Organizations Program: Annual and Multi-Year Grants
 - Music: Grants to Professional Choirs
 - Theatre - Multi-Year Grants to Professional Organizations
 - Visual Arts - Grants to Art Museums and Public Galleries
- › be an incorporated not-for-profit arts organization
- › work with a professional staff
- › have a dedicated space or regularly use the same venue(s) for your public activities
- › offer at least 3 different public presentations, exhibitions, productions or programs annually (often as a subscription or member series)
- › have a demonstrated history and current practice of showing the works of multiple creative artists
- › have other sources of public revenues, and had total revenues exceeding \$2 million in each of the last 3 years (some exceptions may be considered)

ACTIVITIES - WHAT YOU CAN APPLY FOR

You can apply for a contribution towards activities that:

- › develop and promote artistic programming
- › build public outreach
- › support artistic practice, other art forms and the Canadian arts sector

You can't apply for activities that receive funding from another Canada Council program or those on the general list of ineligible activities

EXPENSES - WHAT IS ELIGIBLE

- › All expenses related to supporting the above activities

ASSESSMENT - HOW DECISIONS ARE MADE

Your application to the Artistic Institutions component of Engage and Sustain will be assessed by a peer assessment committee representing a discipline or group of disciplines on the following weighted criteria. You must receive a minimum score in each category to receive a core grant for the first time, maintain your current level of funding or receive a funding increase. This weighting will be used for competitions in 2017 and may be revised in subsequent years.

ARTISTIC LEADERSHIP	50%	minimum score of 35 out of 50 for an increase or first-time grant; minimum score of 27.5 to maintain your current level of funding	<ul style="list-style-type: none"> › The clarity, originality and relevance of your organization’s mission in relation to your artistic practice and geographic community or region › The clarity of your artistic vision and its alignment with your programming › Your dedication to high standards of artistic achievement › Your commitment to the development of Canadian artists and Canadian work
ENGAGEMENT	30%	minimum score of 18 out of 30 for an increase or first-time grant; minimum score of 14.5 to maintain your current level of funding	<ul style="list-style-type: none"> › The impact of your organization’s programming and strategies for deepening relationships with a broad and diverse public › A commitment to reflecting – through artistic programming, organizational make-up and development of your publics – the diversity of your geographic community or region, particularly with regards to the inclusion and engagement of Aboriginal Peoples, culturally diverse groups, people who are Deaf or have disabilities, and official language minority communities › Your contribution to leadership in your artistic practice or the arts sector
RESILIENCE	20%	minimum score of 12 out of 20 for an increase or first-time grant; minimum score of 8 to maintain your current level of funding	<ul style="list-style-type: none"> › Your organizational capacity, including the quality of professional staff, governance and planning, your approach to human resources as well as succession and recruitment planning, and your overall ability to manage risk › The professional conditions for artists involved in your organization’s artistic activities › Financial health and effective financial planning, including the efficient use of resources and, if applicable, strategies for maintaining your public venue(s)

REQUIRED INFORMATION AND SUPPORT MATERIAL - WHAT YOU NEED TO APPLY

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

- › artistic vision and the context for your plans in relation to your geographic community or region
- › past cycle of funding, including highlights, challenges and knowledge gained
- › upcoming programming activities and public outreach
- › commitment to reflecting the diversity of your geographic community or region
- › leadership in supporting your field of artistic practice or the arts
- › operations, including administrative structure, planning, and financial health
- › professional working conditions for artists
- › key partnerships, if any
- › aims and objectives for your next funding cycle

- › self-assessment in relation to the assessment criteria
- › CADAC data, including recent financial statements

You will also need to include:

- › samples of your recent programming
- › a translation of your application into French or English (must be submitted by the Translation deadline date)

GRANT PAYMENT AND REPORTS

If your application is successful, the first step in receiving your grant payment is to complete the Grant Acknowledgment Form.

Your organization will be required to submit reports, including the submission of CADAC data and financial statements. Detailed information will be provided in your result letter.

CONTACT INFORMATION

You must speak with a Canada Council Program Officer before submitting an application to this component for the first time.

ENGAGE AND SUSTAIN

ARTISTIC INSTITUTIONS

APPLICATION FORM PREVIEW

1. Give your application a name.

2. Fiscal year end

3. French translation of the application

- you will provide your own translation by the deadline date stated in the guidelines
- you request that the Canada Council has your application translated
- you are a Literary Arts or Theatre organization and are not required to have a translation of your application

4. What art form(s), style(s), genre(s) and/or expression(s) are most relevant to this application?

5. Context

Provide the context in which your organization pursues its activities. This can include information about the historical or cultural context for your artistic work, your region or community, your creative processes and other artistic information.

Describe your organization's artistic vision, including your commitment to the development of Canadian artists and Canadian work.

6. Report on Past Cycle

Provide a high-level summary of the last cycle of your funding. Identify important highlights, challenges and knowledge gained from your experiences.

If your organization identified specific objectives in your last application, include them and indicate your progress to date. Explain how these experiences inform your future plans.

7. Upcoming Programming and Public Outreach

Describe:

- › your key programming activities
- › your rationale for the artistic choices of your proposed programming or your curatorial or collection strategies
- › how your activities will deepen relationships with a broad and diverse public.

8. Diversity

Describe your organization's commitment to reflecting - through artistic programming, organizational make-up and development of your publics - the diversity of your geographic community or region, particularly with regards to the inclusion and engagement of Aboriginal Peoples, culturally diverse groups, people who are Deaf or have disabilities, and official language minority communities.

9. Leadership

Explain how your organization demonstrates leadership and supports artistic practice and/or the arts. Consider, for example:

- › artistic and professional standards
- › professional development of Canadian artists
- › best practices
- › innovative strategies or actions
- › resource and knowledge sharing
- › participation in sector associations, committees and initiatives.

10. Operations

Describe:

- › the administrative structure that supports your organization's activities
- › your organization's governance model and planning processes
- › your organization's succession planning and recruitment processes for key personnel and for the Board of Directors (or equivalent)
- › the professional working conditions for artists involved in your organization (for example: fees paid to artists, safe working conditions, professional development and other opportunities)
- › key partnerships, if applicable.

11. Finances

- › Comment on your organization's financial health, planning and priorities
- › If applicable, describe your organization's strategies for maintaining or improving public venues owned or operated by your organization.

12. Aims and Objectives

Identify the 3 or 4 most important aims and/or objectives your organization hopes to achieve during the next funding cycle. They should be specific and achievable. Explain how they relate to your mission, artistic vision and the context in which your organization carries out its activities.

13. Self-assessment

Considering the context of your organization and your perception of the artistic practice and your regional arts community, indicate how well you believe your organization responds to the assessment criteria, using the table below. You may check more than 1 box per row.

CRITERIA	EXCELS IN	DOES WELL	WORKING TO IMPROVE	OPTIONAL EXPLANATION OF SUCCESSES OR CHALLENGES
Clarity, originality and relevance of your organization's mission in relation to your artistic practice and geographic community or region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clarity of your artistic vision and its alignment with your programming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dedication to high standards of artistic achievement				
Commitment to the development of Canadian artists and Canadian work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Impact of programming and strategies for deepening relationships with a broad and diverse public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Commitment to reflecting - through artistic programming, organizational make-up and development of your publics - the diversity of your geographic community or region, particularly with regards to the inclusion and engagement of Aboriginal Peoples, culturally diverse groups, people who are Deaf or have disabilities, and official language minority communities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contribution to leadership in your artistic practice and or the arts sector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Organizational capacity, including quality of professional staff, governance and planning, your approach to human resources as well as succession and recruitment planning, and your overall ability to manage risk				

CRITERIA	EXCELS IN	DOES WELL	WORKING TO IMPROVE	OPTIONAL EXPLANATION OF SUCCESSES OR CHALLENGES
Professional conditions for artists involved in your organization's artistic activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial health and effective financial planning, including the efficient use of resources and, if applicable, strategies for maintaining your public venue(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

14. Additional Comments

If there is anything that has not been asked that is essential to understanding your application, provide it here.