ENGAGE AND SUSTAIN:

Artistic Institutions

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**](http://canadacouncil.ca/glossary/core-grant)

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

You must upload 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 Council will reimburse eligible translation expenses up to a maximum amounts upon receipt of the “Translation Expenses Reimbursement Application Form” and the translator’s invoice. The Council does not reimburse translations done internally by the organization’s employees.

See [**translation options for core applications**](http://canadacouncil.ca/funding/grants/guide/apply-to-programs/translation-options-for-core-applications) for more information and to access the form.

**Grant amount** – up to 25% of your total annual revenues, averaged over the last 3 years.

**Application limits** – your organization can hold 1 core grant at a time from any Canada Council program. You cannot hold both a core grant and a composite grant.

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 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**](https://apply.canadacouncil.ca/Default2.aspx)at least 30 days before you want to apply.

You will also need to register your organization with [**CADAC**](https://www.thecadac.ca/) (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. To submit a registration request to CADAC, you must first speak with a Program Officer to confirm your eligibility to apply for core (operating) support. The CADAC site will prompt you to provide both the name of the program you are applying to, as well as the name of the Program Officer you consulted.

# APPLICANTS - who can apply

Types of potential applicants to this component:

* artistic organizations

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

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 from this component.

If your organization is presently receiving core support from another component, you must contact your program officer to confirm you eligibility **before you apply**.

* 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 grant to:

* 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**](http://canadacouncil.ca/funding/grants/guide/apply-to-programs/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**](http://canadacouncil.ca/glossary/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.

**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)

* 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 the alignment of your programming with this vision
* 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)

* 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**](http://canadacouncil.ca/glossary/aboriginal-peoples), [**culturally diverse groups**](http://canadacouncil.ca/glossary/culturally-diverse-groups), people who are [**Deaf or have disabilities**](http://canadacouncil.ca/glossary/deaf-and-disability), and [**official language minority communities**](http://canadacouncil.ca/glossary/official-language-minority-communities)
* Your contribution to leadership in your artistic practice or the arts sector
* A commitment to advancing gender parity

**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)

* 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 working conditions, including measures to create and maintain a safe working environment, for those involved in your organization’s activities.
* Financial health and effective financial planning, including the efficient use of resources and, if applicable, strategies for maintaining your public venue(s)

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

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**](mailto:engageandsustain@canadacouncil.ca) 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)
2. **Fiscal year end**mandatory question
3. [**French translation**](http://canadacouncil.ca/funding/grants/guide/apply-to-programs/translation-options-for-core-applications) **of the application**mandatory question

🞆 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 Literature organization or Theatre organization and are not required to have a translation of your application.

1. **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: 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.

## BASIS OF ASSESSMENT

1. **Context** (approximately 1000 words)mandatory question

**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.**

1. **Report on Past Cycle** (approximately 1000 words)mandatory question

**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.**

To avoid repetition, look at the appendices document in the *Budget and Appendices* section of the application.

If you’re a first-time applicant, talk about the last 2 years of activities.

1. **Upcoming Programming and Public Outreach** (approximately 3000 words)mandatory question

**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.**

1. **Diversity** (approximately 750 words)mandatory question

**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. Describe how your organization advances gender parity and/or gender diversity.**

1. **Leadership** (approximately 500 words)mandatory question

**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**

1. **Operations** (approximately 1000 words)mandatory question

**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 those involved in your organization’s activities (for example: fees paid to artists, safe working conditions, professional development and other opportunities, policies to support respectful workplaces)**
* **key partnerships, if applicable**

1. **Finances** (approximately 500 words)mandatory question

* **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.**

1. **Aims and Objectives** (approximately 500 words)mandatory question

**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.**

1. **Self-assessment**mandatory question

**Considering the context of your organization and your perception of the artistic practice and your regional arts community, please provide a description of your successes and/or challenges.**

| **Criteria** | **Description of successes or challenges** (approximately 25 words) |
| --- | --- |
| Clarity, originality and relevance of your organization’s mission in relation to your artistic practice and geographic community or region |  |
| Clarity of your artistic vision and its alignment with your programming |  |
| Dedication to high standards of artistic achievement |  |
| Commitment to the development of Canadian artists and Canadian work |  |
| Impact of programming and strategies for deepening relationships with a broad and diverse public |  |
| 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 |  |
| Contribution to leadership in your artistic practice and or the arts sector |  |
| 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 |  |
| 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) |  |

1. **Additional Comments** (approximately 500 words)

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

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

## FINANCIAL AND STATISTICAL INFORMATION

1. **Annual grant amount requested**mandatory question

Up to 25% of total annual revenues, averaged over the last 3 years. The amount you enter here is the **annual** grant amount requested.

This amount must match the requested amount in your CADAC Financial Form for Arts Organizations (line number 4415) for each related fiscal year.

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

1. **Please provide your CADAC ID if it doesn’t appear in the field below.**mandatory question

## REQUIRED INFORMATION

1. **Complete the Appendices document.**mandatory question

## SUPPORT MATERIAL

1. **You must submit at least 1 item of support material.**mandatory question

Support material should be current work/activities with a relationship or relevance to your grant application; it may include the work/activities of other key artists or partners. You may choose to include earlier work/ activities to provide a context for your application.

Assessment committee members are instructed to view as much material as they need in order to make an informed decision; generally this is up to 10 minutes.