CREATING, KNOWING AND SHARING:

Travel

The **Travel** component of *Creating, Knowing and Sharing* funds First Nations, Inuit and Métis artists, arts/cultural professionals (including artists’ representatives), cultural carriers, artistic groups, collectives and organizations working in all disciplines*.* Grants support travel costs to attend significant events within Canada or abroad that advance your professional development, enable you or the artists you represent to access new markets or build national and international presence.

The *Creating, Knowing and Sharing* program supports activities in 3 broad areas:

* **Creating** provides support for research, production and creation of new works of art.
* **Knowing** provides support for the retention, maintenance, innovation and transmittal of cultural knowledge and creative practice. This includes contemporary and historical critical discourse, arts/cultural training and initiatives that seek to pass cultural knowledge to younger generations through artistic practice, and the renewal and maintenance of customary art practices.
* **Sharing** provides support for the dissemination, exhibition, presentation and distribution of works of art by First Nations, Inuit and Métis Peoples, which enrich and engage communities in Canada and abroad.

First-time applicants are strongly encouraged to speak to a Program Officer before applying (see **Contact information**).

You may be eligible for [Application Assistance](https://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** page](https://canadacouncil.ca/funding/grants/deadlines)

**Grant amount** – travel costs generally based on fixed amounts, up to $30 000

If you face increased or unusual costs due to your geographic location, you may be eligible for a remote community allowance. The allowance will be determined by program staff on a case-by-case basis.

If this applies to you, contact a [program officer](mailto:creatingknowingandsharing@canadacouncil.ca) before you submit your application.

**Application limits** – each year (1 March – 28/29 February), you can apply to this component twice and receive a maximum of $30 000.

# *Creating, Knowing and Sharing* objectives

* To support the creative capacity and professional development of First Nations, Inuit and Métis individuals, groups and organizations
* To facilitate the retention, renewal and transmission of cultural knowledge and creative practice
* To support exploration, creation and production of customary, traditional and contemporary work by First Nations, Inuit and Métis artists
* To support the presentation, exhibition, and sharing of works by First Nations, Inuit and Métis artists in Canada and internationally
* To strengthen and support the presence of First Nations, Inuit and Métis arts and artists

# 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?

* First Nations, Inuit and Métis professional artists
* First Nations, Inuit and Métis aspiring artists working under the mentorship of a project-related mentor
* First Nations, Inuit and Métis arts/cultural professionals
* First Nations, Inuit and Métis cultural carriers
* First Nations, Inuit and Métis groups
* First Nations, Inuit and Métis for-profit organizations that have been in operation for at least 2 years
* First Nations, Inuit and Métis not-for-profit organizations not presently receiving core grants

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

Individual applicants may not apply for additional travelers. For multiple travelers, please apply using a group or organization profile.

For groups and collectives, only members registered in the portal are eligible.

For organizations not presently receiving core grants, only key personnel listed in your portal profile are eligible.

**Organizations presently receiving core grants cannot apply to this component. However, if you work within an organization that receives core funding, you can apply for projects not related to your organization’s activities by creating your own profile in the portal.**

# Activities - What can I apply for?

Activities must be led by eligible First Nations, Inuit or Métis artists, cultural carriers or arts/cultural professionals.

Travel must be at least 100 kilometres from your place of departure, and by invitation. You can apply for single or several destinations within 1 trip (if you are representing or promoting artists, you can request multiple trips) to:

* share artistic works or cultural knowledge
* participate in significant artistic or cultural events, including pow-wows
* undertake research activities
* build professional and artistic networks
* engage in professional development opportunities
* develop regional, national or international markets

If your application is for touring, you must apply to the [**Arts Across Canada: Circulation and Touring**](http://canadacouncil.ca/funding/grants/arts-across-canada/circulation-and-touring) or [**Arts Abroad: Circulation and Touring**](http://canadacouncil.ca/funding/grants/arts-abroad/circulation-and-touring)components.

Book launches for authors by publishers receiving core grants are not eligible.

**You can’t apply for** activities that occur before your departure date or those that receive funding from another Canada Council program component or those on the [**general list of ineligible activities**](https://canadacouncil.ca/funding/grants/guide/apply-to-programs/general-list-of-ineligible-activities)**.**

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?

* Transportation costs generally based on [**fixed amounts**](http://canadacouncil.ca/funding/grants/guide/apply-to-programs/fixed-amounts-for-travel-costs)
* Accommodation and per diem, up to 5 days per trip (maximum of $150 per day)
* Additional shipping or baggage costs directly related to your activity, up to $2 500
* Registration fees, up to $1 000

If you have other travel related expenses, please speak to a program officer before applying to determine if they are eligible expenses.

# Assessment - How are decisions made?

Your application to the **Travel** component of *Creating, Knowing and Sharing* 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 60%** (minimum score of 30 out of 60)

The potential of the project to:

* develop and enhance your career, or those of the artists you represent
* advance artistic and/or cultural practices
* build connections, exchange knowledge and generate future opportunities

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

* The artistic or cultural rationale, including timeliness of the activity and suitability of the event, partners or host organizations

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

* The capacity and experience you have to undertake the activity, including support from your partners or host organizations
* A reasonable budget that clearly aligns with the proposed activity

**Indigenous traditional knowledge or cultural intellectual property (if applicable to the project/activity)**

If your proposed activities touch upon Indigenous traditional knowledge or cultural intellectual property, to be considered for a grant you must demonstrate that:

* appropriate protocols are being observed or addressed

Your application may be given a lower priority if you have already received funding to travel to this region for similar activities.

# 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
* your travel plans
* your budget
* the event, partners or host organizations, if any

You will also need to include:

* at least 1 invitation or confirmation addressed to you or your group indicating any artist fees or financial contributions your partner or host organization is providing
* a relevant sample of your previous work
* a list of represented artists, if applicable
* for aspiring artists only, a letter/email of agreement from your mentor and your mentor’s current biography

# 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 your project end date.

# Contact information

Before submitting an application, you are encouraged to speak with a [**Canada Council Program Officer**](mailto:creatingknowingandsharing@canadacouncil.ca)if you have any questions or require clarification.

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. **For groups and organizations, provide the name of the contact person responsible for this application.**
2. **Provide a one-sentence summary of your project. If possible, use the format ACTIVITY, EVENT (if applicable), LOCATION (if applicable) and DATES.** (approximately 25 words, 150 characters)

For example, “To showcase at the ABC Festival in Vancouver from day/month/year to day/month/year."

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

1. **Departure date**mandatory question

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

1. **Return date**mandatory question
2. **Travel Overview**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Estimated  Start Date | Estimated  End Date | Country | City  (include State or Region if known) | Activity  (for example):  -share artistic works or cultural knowledge - participate in significant artistic or cultural events, including pow-wows - undertake research activities - build professional and artistic networks - engage in professional development opportunities - develop regional, national or international markets - other (specify) |

1. **Type of activity** (you may choose more than 1)mandatory question

🞏 **participate in significant artistic or cultural events, including pow-wows**

**🞏 undertake research activities**

**🞏 share artistic works or cultural knowledge**

**🞏 build professional and artistic networks**

**🞏 engage in professional development opportunities**

**🞏 develop regional, national or international markets**

**🞏 other (specify)**

1. **If other, please specify**
2. **Describe your activity**. **Why do you wish to complete it now and at this location? If you have undertaken similar activities in the past, explain how the proposed activity will give you additional benefits?** (approximately 500 words)mandatory question
3. **If you are an aspiring artist, you must work under the guidance of a project-related mentor. Please provide the rationale for your choice of mentor.** (approximately 250 words)mandatory question
4. **What do you hope to achieve? How will this project:** (approximately 250 words)mandatory question

* **develop and enhance your career (or those of the artists you are representing)?**
* **advance****artistic and/or cultural practices?**
* **build connections, exchange knowledge and generate future opportunities?**

1. **What experience and skills do you have that will help you successfully complete the project?** (approximately 250 words) mandatory question
2. **Describe:** (approximately 100 words)mandatory question

* **the involvement of your partners or host organizations and/or**
* **the opportunities provided to you at the event(s)**.

1. **If your proposed activity touches upon** **Indigenous traditional knowledge or cultural intellectual property, how are appropriate protocols observed or addressed?** (approximately 250 words)
2. **If there is anything that has not been asked that is essential to understanding your application, provide it here.** (approximately 250 words)

For example, you may wish to provide relevant context for your practice and/or your project, such as information regarding your relationship to Indigenous communities you are connected to, or plan to work with. This may include geographic, Nation-based, social, cultural or artistic communities. You may include any information you deem relevant. If you have any questions, contact a [**Program Officer**](mailto:creatingknowingandsharing@canadacouncil.ca).

1. **For statistical purposes only, 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, birch bark biting, 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. **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.**mandatory question

If you face increased or unusual costs due to your geographic location, you may be eligible for a remote community allowance. The allowance will be determined by program staff on a case-by-case basis.

If this applies to you, contact a [program officer](mailto:creatingknowingandsharing@canadacouncil.ca) before you submit your application.

1. **Grant amount requested**

Maximum of $30 000.

This amount must match the requested amount in your completed budget.

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

## REQUIRED DOCUMENTS

1. **Attach at least 1 letter/email of invitation or confirmation.**mandatory question

These must include as much information as possible about event dates, venues, artists’ fees and other financial contributions.

1. **Provide information about the events, partners and/or host organizations, if any.**
2. **Attach a roster or list of the artists you represent, if applicable.**

The list should include the artists’ names, their genres/styles and whether those represented are First Nations, Inuit or Métis and whether they are citizens or permanent residents of Canada.

1. **If you are an aspiring artist, you must provide a letter/email of agreement from your mentor outlining the reasons they support you in the proposed activity.**
2. **If you are an aspiring artist, you must provide a current biography of the mentor you have chosen for this project.**

## SUPPORT MATERIAL

1. **Submit a relevant sample of your previous work.**

Support material should be your current work/activities with a relationship or relevance to the grant application; it may also 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.