CREATING, KNOWING, AND SHARING:

Small-Scale Activities

The **Small-Scale Activities** component of *Creating, Knowing and Sharing* funds activities that will advance your artistic career or practice. This may include acquiring materials for artistic production, engaging in career or artistic development activities or benefitting from specific expertise, advice or training from a professional artist or cultural carrier. This component is open to First Nations, Inuit and Métisindividuals, artistic groups, collectives and organizations working in all disciplines.

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** –[**micro**](http://canadacouncil.ca/glossary/micro-grant)

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

**Grant amount** –up to $3 000

**Application limits** – each year (1 March – 28/29 February), you can apply to this component twice and receive a maximum of $3 000.

# *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 currently receiving core funding

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

Organizations presently receiving core grants cannot apply to this component.

# Activities - What can I apply for?

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

You can apply to:

* purchase/acquire specialized materials for artistic production
* pay honoraria to other professional artists or cultural carriers for specific expertise, advice, or training
* engage in career or artistic development activities

**You can’t apply for** activities that occur before your project start date or for activities, materials or expenses that receive funding from any other Canada Council component or those on the [**general list of ineligible activities**](http://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?

* Costs of purchasing materials directly related to the proposed activity
* Costs of collecting or harvesting artistic materials
* Honoraria paid to other artistic or cultural professionals for specific training or consultation
* One-time training or workshop costs (not an ongoing program of study)
* Conference or symposium fees
* Any other costs directly related to your activity (for example childcare, but not subsistence)
* Travel costs directly related to the proposed activity, up to 50% of your total grant request

Capital expenses are not eligible (for example: studio/studio equipment, computer/cell phone).

Replacing existing tools/equipment is not eligible.

Website building and redesign is not eligible.

If more than 50% of your expenses are for travel, you must instead apply to the [**Creating, Knowing and Sharing:** **Travel**](http://canadacouncil.ca/funding/grants/creating-knowing-sharing/travel) component.

# Assessment - How are decisions made?

Your application to the **Small-Scale Activities** 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:

**Relevance** **70%** (minimum score of 35 out of 70)

* Artistic, cultural or professional rationale, including timeliness of the activity
* Potential impact of the activity on your career

**Feasibility** **30%** (minimum score of 15 out of 30)

* The capacity and experience you have to undertake the 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

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

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

* your artistic and/or cultural practice
* your activities
* your budget

You will also need to include:

* a sample of your previous work
* A letter of invitation, confirmation or agreement from participant(s), host, organization or venue, 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 you complete the activity.

# Contact information

Before submitting an application, you are encouraged to speak with a **Canada Council Program Officer** 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.

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## GRANT DESCRIPTION

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. **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, “I will harvest raw materials in the Mohawk Valley in month/year to create art pieces."

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

1. **Start date**

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

1. **End date**
2. **Type of activity** (you may choose more than 1)
* **Purchase/acquire materials for artistic production**
* **Pay honoraria to professional artists or cultural carriers for their specific expertise, advice or training**
* **Engage in career or artistic development activities**
1. **Describe your activity. Why is it important now? How is it important to your artistic/cultural practice and your career?** (approximately 500 words)
2. **If you are an aspiring artist, you must work under the guidance of a professional artist. Who is this professional artist and why do you want to work with this person?** (approximately 250 words)
3. **What experience and skills do you have that will help you successfully complete the proposed activity?** (approximately 250 words)
4. **If your proposed activity touches upon Indigenous traditional knowledge or cultural intellectual property, how are appropriate protocols observed or addressed?** (approximately 250 words)
5. **If there is anything that has not been asked that is essential to understanding your application, provide it here.** (approximately 500 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**.

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

1. **Complete the Budget document.**
2. **Grant amount requested** (maximum of $3 000)

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. **If you are an aspiring artist, you must provide:**
* **a letter/email of agreement from your mentor**
* **your mentor’s current biography.**

The one-page letter of agreement must include the details of your arrangement, including the services your mentor will provide and the number of hours that you will be working with your mentor. Provide as much information as possible.

## SUPPORT MATERIAL

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

If you are unable to submit a sample of your previous work, please contact a Program Officer.

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.