CREATING, KNOWING AND SHARING:

Short-Term Projects

The **Short-Term Projects** component of *Creating, Knowing and Sharing* funds First Nations, Inuit and Métis professional and aspiring artists, cultural carriers, arts/cultural professionals, groups, collectives and arts/culture organizations. Grants provide support for any combination of eligible *Creating, Knowing and Sharing* activities for projects lasting up to 12 months.

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 to determine project eligibility (see **Contact information**).

You may be 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 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** – up to $100 000

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.

Contact a **program officer** if this applies to you.

**Application limits** – you can apply to this component twice per year (1 March – 28/29 February). Grants cannot overlap with another Short-Term Project grant and cannot duplicate activities supported by any other Canada Council 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.

# *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

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

Organizations presently receiving core grants can apply to the Short-Term Project component for exceptional, non-recurring projects that fall outside of the type or scope of activities usually undertaken by the organization. You must have prior written approval from a Program Officer to apply.

For individuals only: you may be considered for [**prizes**](http://canadacouncil.ca/funding/prizes) based on information submitted with your application and your applicant profile. If you do not want to be considered for prizes, email prizes@canadacouncil.ca with OPT OUT in the subject line.

# Activities - What can I apply for?

Activities must be led by eligible First Nations, Inuit or Métis artists, cultural carriers or arts/cultural professionals. Activities may include participation of or collaboration with non-Indigenous artists.

You can apply for any combination of eligible *Creating, Knowing and Sharing* activities lasting up to 12 months, including but not limited to:

* *Creating* – research; creation; production; critical discourse (including research or writing); residencies; collaborations
* *Knowing* – mentorships; artistic training; community-based initiatives to engage young people through artistic practices; language preservation through artistic practices; intergenerational transmission of artistic knowledge; preservation of traditional knowledge through artistic practice; development of administrative, artistic, cultural or organizational capacity; research; collaborations
* *Sharing* – local, regional, national or international exhibitions; implementation of dissemination strategy and organizational objectives; publishing activities; gathering events involving artistic practices; collaborations; marketing and publicity; presentations, festivals and showcase events; networking events involving artistic practices; outreach activities

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

**You can’t apply for** activities that occur before the deadline date, those that receive funding from another Canada Council program 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?

All expenses related to supporting the above activities, including subsistence. Capital expenses are not eligible.

# Assessment - How are decisions made?

Your application to the **Short-Term Projects** component of *Creating, Knowing, Sharing* will be assessed by an Indigenous [**peer assessment committee**](http://canadacouncil.ca/glossary/peer-assessment-committee) on the following weighted criteria, and must receive a minimum score **in each category** to be considered for a grant:

**Relevance 40%** (minimum score of 25 out of 40)

* The clarity of your artistic or cultural rationale
* The quality of your previous work and that of other key participants, if any
* The rigour of your artistic, critical, programming or curatorial process

**Impact** **40%** (minimum score of 25 out of 40)

* The contribution to your artistic or cultural development
* The advancement of your artistic/cultural practice or enrichment of the cultural life of your community

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

* A reasonable budget, including other revenue sources, efficient use of resources and fees paid to project participants
* The capacity and experience you and your partners have to undertake the project

**Investment in First Nations, Inuit and Métis human resources**

* You must have a reasonable representation of First Nations, Inuit and Métis participants in the project, as well as in key roles

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

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
* you are addressing questions of integrity, authenticity, and community support

# 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 timeline and project plan
* your budget
* the partners or host organizations, if any

You will also need to include:

* biographies of key artistic, cultural and technical participants, if any
* a letter of invitation or confirmation from your partner, organization or venue, if applicable
* relevant samples of your previous work and the work of each key participant, if any
* 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** 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)**

For example, “To research SUBJECT in northern Quebec from day/month/year to day/month/year."

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

1. **Project start date**

This date must be after the deadline date.

1. **Project end date**

This date can be up to 12 months after the project start date.

1. **Explain your proposed project, including:** (approximately 1000 words)
* **your artistic, critical, programming or curatorial process**
* **your rationale for doing the project**
* **the key participants/partners/collaborators and why you chose them**

**Organizations currently receiving core grants must explain how the proposed activities are outside of your regular activities. You must have prior approval from a Program Officer to apply.**

1. **If you are an aspiring artist, you must work under the guidance of a project-related mentor. Please provide a rationale for your choice of mentor.** (approximately 250 words)
2. **What do you hope to achieve? How will this project:** (approximately 500 words)
* **contribute to your artistic or cultural development?**
* **advance your artistic/cultural practice or enrich the cultural life of your artistic or cultural community (this may include geographic, Nation-based, social, cultural or artistic communities)?**
1. **What experience and skills do you and your partners, if any, have that will help you successfully complete the project?** (approximately 250 words)
2. **Explain how you determine the fees paid to project participants, if any.** (approximately 100 words)

You must pay appropriate fees to key project participants.

1. **Indigenous traditional knowledge or cultural intellectual property** (approximately 500 words)

**If your project:**

* **touches upon Indigenous traditional knowledge, or cultural intellectual property, how are you addressing them?**
* **includes participation of First Nations, Inuit or Métis individuals, how are you addressing questions of integrity, authenticity and community support?**
* **explores customary traditions (such as ceremonies or other forms of communal knowledge), how does your process respect and relate to cultural traditions? How are protocols observed?**
1. **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, 65 characters)**

## TYPE OF ACTIVITY

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

**Creating** supports research, production and creation of new works in all art forms.

**[ ]** Research **[ ]** Critical discourse (including research or writing)

**[ ]** Creation **[ ]** Residencies

**[ ]** Production **[ ]** Collaborations

**[ ]** Other activities related to **Creating** (please describe, approximately 25 words)

**Knowing** supports the retention, maintenance, innovation and transmittal of cultural knowledge and creative practice

**[ ]** Mentorships

**[ ]** Artistic training

**[ ]** Community-based initiatives to engage young people through artistic practices

**[ ]** Preservation of traditional knowledge through artistic practices

**[ ]** Development of administrative, artistic, cultural or organizational capacity

**[ ]** Language preservation through artistic practices

**[ ]** Intergenerational transmission of artistic knowledge

**[ ]** Research

**[ ]** Collaborations

**[ ]** Other activities related to **Knowing** (please describe, approximately 25 words)

**Sharing** supports the dissemination, exhibition, presentation and distribution of works of art by First Nations, Inuit and Métis Peoples that enrich and engage communities in Canada and abroad.

**[ ]** Local, regional, national, international exhibitions

**[ ]** Implementation of dissemination strategies and organizational objectives

**[ ]** Collaborations

**[ ]** Publishing activities

**[ ]** Networking events involving artistic practices

**[ ]** Outreach activities

**[ ]** Presentations, festivals, and showcase events

**[ ]** Gathering events involving artistic practices

**[ ]** Marketing and publicity

**[ ]** Other activities related to **Sharing** (please describe, approximately 25 words)

## BUDGET AND APPENDICES

1. **Complete the Budget and Appendices document.**
2. **Grant amount requested** (maximum of $100 000)

This amount must match the requested amount in your completed budget. Do not include expenses that are not eligible in this component.

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

## REQUIRED DOCUMENTS

1. **Attach biographies of the key artistic, cultural and technical participants in your project, if any.**
2. **Attach letters of invitation, agreement or confirmation from your key participants, partners, organizations and/or venues, if applicable.**

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

1. **Provide information about the partners or host organizations/communities, if any.**

Maximum of 1 page for each partner or host organization/community.

1. **Attach a detailed project plan, including key steps and dates for their completion, and timeline.**
2. **If you are an aspiring artist, you must provide:**
* **a letter/email of agreement from your mentor**
* **your mentor’s a current biography of the mentor you have chosen for this project.**

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. **You must submit relevant samples of your previous work and the work of each key participant.**