CREATING, KNOWING AND SHARING:

Indigenous Organizations

The **Indigenous Organizations** component of *Creating, Knowing and Sharing* funds First Nations, Inuit and Métis organizations that engage in contemporary, customary or traditional artistic and cultural activities. These activities can include non-Indigenous artists and collaborations with non-Indigenous organizations. Grants support the exploration of innovative strategies for Indigenous creative and cultural expression, and related administrative activities.

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.

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 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 –determined by group category (see **APPLICANTS – who can apply**)

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 or Long-Term Project 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).

# *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.

If you do not presently receive core support from this component, you **must** receive written confirmationof eligibility and applicant type categoryfrom a *Creating, Knowing and Sharing* Program Officer. Please allow up to 30 days before the deadline date for this confirmation.

Unless you are an Indigenous Publisher, 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

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

To be eligible, your organization must:

1. 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 your eligibility **before you apply**.

**OR:**

1. Be an Indigenous publisher, Indigenous arts service organization or other Indigenous not-for-profit organization and meet all the following criteria:
* completed at least 2 consecutive years of artistic or cultural activity
* have received 1 composite grant or Long Term grant or 2 Canada Council project grants in the last 5 years. This excludes grants from the following components and programs:  *Travel, Representation and Promotion, Translation, Small-Scale Activities, Digital Strategy Fund, Leadership for Change: Grants for Organizational Development, Flying Squad, and Visiting Foreign Artists.*
* have a board of directors or an identified governance group with oversight and decision-making authority, made up of at least 60% First Nations, Inuit or Métis individuals

Some organizations may be unable to fulfill these eligibility criteria due to exceptional circumstances. The *Creating, Knowing and Sharing* Program Director may allow such organizations to apply, on a case-by-case basis. You must contact a Program Officer before applying.

# Core grant categories and amounts

**Category A**

Grant amount: up to 60% of total annual revenues, averaged over the last 3 years

For organizations that meet all of the following criteria:

* have a mandate and primary activities concerned with artistic practice
* have artistic and/or cultural activities that are national and international in scope
* have been in continuous operation for at least 10 years
* have a total annual operating budget greater than $500 000, averaged over the last 3 years

**Category B**

Grant amount: up to 60% of total annual revenues, averaged over the last 3 years

For organizations that meet all of the following criteria:

* have a mandate and primary activities concerned with artistic practice
* have artistic and/or cultural activities that are regional and/or national and/or international in scope
* have been in continuous operation for at least 7 years
* have a total annual operating budget greater than $250 000, averaged over the last 3 years

**Category C**

Grant amount: up to $100 000 per year

For organizations that meet all of the following criteria:

* have a mandate and primary activities concerned with artistic and/or cultural practice
* have been in continuous operation for at least 3 years

For non-arts-specific organizations that meet all of the following criteria:

* are multi-faceted cultural organizations with regular and formalized artistic programming
* have had ongoing artistic programming for 3 previous years

**Category D**

Grant amount: up to $100 000 per year

For organizations that qualify as an Indigenous Arts Service Organization.

For organizations that qualify as an Indigenous Publisher.

# ACTIVITIES – what you can apply for

You can apply for a contribution towards:

* ongoing costs to support your organization, including staffing
* expenses related to your artistic and/or cultural activities, including any combination of eligible *Creating, Knowing and Sharing* activities:
	+ *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

**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 **Indigenous Organizations** component of *Creating, Knowing and Sharing* will be assessed byan Indigenous [**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.

**Relevance** **40%** (minimum score of 27 out of 40 for an increase or first-time grant; minimum score of 22 to maintain your current level of funding)

* Artistic or cultural vision of your organization’s activities
* Process and rigour of your decision-making
* The artistic or cultural merit of selected artists, cultural carriers or arts/cultural professionals

**Impact 30%** (minimum score of 18 out of 30 for an increase or first-time grant; minimum score of 15 to maintain your current level of funding)

* Advancement of the careers of Indigenous artists, cultural carriers or arts/cultural professionals
* Enhancement of your organization’s presence (locally, nationally or internationally)
* Enrichment of the cultural vitality of your community or advancement of artistic/cultural practice(s)
* Strengthening of the understanding, appreciation and presence of First Nations, Inuit and Métis art and artists
* 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 professional staff, governance and planning

* The level of community involvement and support
* Financial health, including the efficient use of resources
* The working conditions, including measures to create and maintain a safe working environment for those involved in your organization’s activities

**Investment in First Nations, Inuit and Métis human resources 10%** (minimum score of 8 out of 10 for an increase or first-time grant; minimum score of 5 to maintain your current level of funding)

* Representation and significance of First Nations, Inuit and Métisparticipants
* Proportion of salaries, fees and honoraria paid to First Nations, Inuit and Métis participants

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

If your proposed activities touch upon Indigenous traditional knowledge or cultural intellectual property, to be considered for a first-time grant or to maintain at least your current level of funding, 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 organization’s:

* artistic/cultural vision and context for your activities
* past cycle of funding
* proposed programming and activities
* contribution to Indigenous artistic/cultural practice
* aims and objectives for your next funding cycle
* key partnerships or community support
* operations, administrative structure, planning and financial health, including detailed information regarding First Nations, Inuit and Métis participation/representation
* CADAC data, including recent financial statements (excluding Indigenous Publishers)
* financial summary (2 past, current and 2 future years) and financial statements (Indigenous Publishers only)

You must also include:

* support material including samples of recent activities or programming
* letters of support demonstrating community involvement, if applicable
* detailed job descriptions of key creative/administrative positions
* a translation of your application into French or English (must be submitted by the Translation deadline date) unless you request that the Canada Council provides your translation
* for book publishers:
* a representative sample of up to 5 books published during the last 2 years
* a list of upcoming titles, writers and genres
* a sample contract with writers
* for magazine publishers:
* for print magazines – 7 copies of 4 different magazine issues published during the last 2 years
* for electronic magazines – 4 magazine issues published during the last 2 years, by weblink (hyperlink) or PDF
* a list of upcoming themes and writers, if known
* a fee schedule for writers
* a sample contract with writers

# 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 (if applicable) and financial statements. Detailed information will be provided in your result letter.

# CONTACT INFORMATION

You **must** speak with a *Creating, Knowing and Sharing* **Program Officer** 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.

 = required

## 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. **Provide the name of the contact person responsible for this application**. (approximately 10 words) 
2. **Applicant type**

🞆 **Category A**

Organizations that meet all of the following criteria:

* have a mandate and primary activities concerned with artistic practice
* have artistic and/or cultural activities that are national and international in scope
* have been in continuous operation for at least 10 years
* have a total annual operating budget greater than $500 000, averaged over the last 3 years

🞆 **Category B**

Organizations that meet all of the following criteria:

* have a mandate and primary activities concerned with artistic practice
* have artistic and/or cultural activities that are regional and/or national and/or international in scope
* have been in continuous operation for at least 7 years
* have a total annual operating budget greater than $250 000, averaged over the last 3 years

🞆 **Category C**

Organizations that meet all of the following criteria:

* have a mandate and primary activities concerned with artistic or cultural practice
* have had ongoing artistic programming for 3 previous years

**OR**

Non-arts-specific organizations that meet all of the following criteria:

* are multi-faceted cultural organizations with regular and formalized artistic programming
* have ongoing artistic programming for 3 previous years

🞆 **Category D**

Organizations that qualify as an Indigenous Arts Service Organization

Organizations that qualify as anIndigenous Publisher

1. **Fiscal year end**
2. [**French translation**](http://canadacouncil.ca/funding/grants/guide/apply-to-programs/translation-options-for-core-applications) **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

1. **What artistic/cultural 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.

## BASIS OF ASSESSMENT

1. **Context:** (approximately 1000 words)

Provide the context in which your organization pursues its activities. This should include information about the artistic, cultural, historical or contemporary context for the work that you do or other information relevant to the way you work.

Describe your organization’s artistic, cultural or editorial vision. For Indigenous Arts Service Organizations, describe your role within the arts or cultural sector you serve.

1. **Report on Past Cycle or for first-time applicants, your last two years of programming** (approximately 1000 words)

**Provide a summary of the last cycle of your funding.**

Consider the following elements:

* artistic/cultural activities and programming
* support to Indigenous artists, cultural carriers and arts/cultural professionals
* transfer of artistic/cultural knowledge
* public presentation
* critical discourse.

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.

If you’re a first-time applicant to this component, describe your previous 2 years of activity.

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

You will be asked to provide support material to illustrate these activities in the *Support Material* section of this application.

1. **Proposed programming/activities** (2-year applicants – approximately 2000 words)

Describe your proposed artistic/cultural activities, considering, as appropriate:

* support to Indigenous artists, cultural carriersand arts/cultural professionals
* transfer of artistic/cultural knowledge
* public presentation
* critical discourse
* the rationale and process for your programming decisions
* strategies for engaging the public.
1. **Contribution to Indigenous artistic/cultural practice, the arts or cultural sector(s).** (approximately 500 words)

Consider the potential of your activities to:

* advance the careers of Indigenous artists, cultural carriersor arts/cultural professionals
* enhance your organization’s presence (locally/nationally/internationally, as appropriate)
* enrich the cultural vitality of your community or advance artistic/cultural practice(s)
* strengthen the understanding, appreciation and presence of First Nations, Inuit and Métis art and artists.
1. **Indigenous traditional knowledge or cultural intellectual property, if applicable** (approximately 250 words)

If your activities touch upon Indigenous traditional knowledge, intellectual property or protocols, how are you addressing them?

If your activities include participation by members of First Nations, Inuit or Métis communities:

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

If you are exploring 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. **Operations** (approximately 1000 words) 

Describe:

* the administrative structure that supports your organization’s activities, including detailed information regarding First Nations, Inuit or Métis participation/representation
* your organization’s governance model and planning processes
* your organization’s strategic planning
* the working conditions for those involved in your organization (for example, fees paid to artists, safe working conditions, professional development and other professional opportunities, policies to support respectful workplaces)
* how your organization advances gender parity and/or gender diversity
* key partnerships, or community involvement, if applicable.
1. **Finances** (approximately 500 words) 

Provide a synopsis of your organization’s financial health, planning and priorities. What approximate percentage of salaries, fees and honoraria are paid to Indigenous participants?

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

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/cultural vision and the context in which your organization carries out its activities.

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.

For example, you may wish to provide relevant context for your organization and/or your activities, 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**.

## FINANCIAL AND STATISTICAL INFORMATION

1. **Annual grant amount requested.**

Organizations in **Category A:** up to 60% of total revenues, averaged over the last 3 years

Organizations in **Category B:** up to 60% of total annual revenues, averaged over the last 3 years

Organizations in **Category C:** up to $100 000 per year

Organizations in **Category D:** up to $100 000 per year

The amount you enter here is the annual grant amount requested.

If you are registered in CADAC, 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.

**For Indigenous Publishers only:**

1. **Indigenous publishers must complete the appropriate budget in the Appendices document.**
2. **Upload your most recent financial statements.**

**For all other organizations:**

1. **Provide your CADAC ID.**

## REQUIRED DOCUMENTS

1. **Complete the Appendices document.**
2. **Provide job descriptions for key creative and administrative positions.**

(maximum of 1/2 page each)

1. **Attach letters of support demonstrating community involvement, if applicable.**
2. **Book publishers must provide a sample contract with writers.**

**Magazine publishers must provide a fee schedule for writers and a sample contract with writers.**

1. **Book publishers must attach a list of upcoming titles, writers and genres.**

**Magazine publishers must attach a list of upcoming themes and writers, if known**.

## SUPPORT MATERIAL

1. **You must submit 1-5 samples that relate to the activities/programming described in question 8 (Report on Past Cycle).**

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.