



## SUPPORTING ARTISTIC PRACTICE SUPPORT ORGANIZATIONS

### GUIDELINES PREVIEW

The Support Organizations component of Supporting Artistic Practice funds Canadian arts organizations that reinforce Canadian art practice through a range of targeted activities and services, including those that bolster the creative and professional capacities of artists working in all disciplines.

<b>GRANT TYPE</b>	core
<b>DEADLINE</b>	15 May 2017 (3-year grants for your organization's fiscal years beginning in 2017, 2018 and 2019)
<b>TRANSLATION DEADLINE</b>	29 May 2017 (with the exception of Literary Arts and Theatre organizations)  You must provide 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 Canada Council is not responsible for ensuring the quality of the translation)
<b>GRANT AMOUNT</b>	up to 60% of your total annual revenues, averaged over the last 3 years
<b>NOTIFICATION OF RESULTS</b>	December 2017
<b>APPLICATION LIMITS</b>	Your organization can hold 1 core grant at a time.  There are limits on the number of applications you can submit 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 at least 30 days before you want to apply.

Unless you are a magazine publisher, you will also need to register your organization with CADAC (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.

### APPLICANTS - WHO CAN APPLY

Types of potential applicants to this component include:

- › [support organizations and shared platforms](#)
- › [artist-run centres](#)
- › [magazines on the arts and literature](#)
- › [agencies and management service organizations](#)

Your eligibility to apply to this component is determined by the validated profile created in the portal and a conversation you have had with a Program Officer.

To be eligible, your organization must:

- › presently receive core (operating) support through one of the following Canada Council programs:
  - Audience and Market Development Office - Performing Arts: Multi-Year and Annual Grants to Agents and Managers
  - Support Services to the Dance Milieu: Multi-Year and Annual Grants
  - Grants to Media Arts Organizations: Multi-Year
  - Professional Music Organizations Program: Annual and Multi-Year Grants
  - Theatre - Multi-Year Grants to Professional Organizations
  - Visual Arts - Assistance to Artist Run Centres
  - Grants to National Visual Arts Service Organizations
  - Literary Arts Promotion (Annual and Multi-Year)
  - Grants to Literary and Arts Magazines

OR:

- › have received at least 3 Canada Council project grants in the last 5 years. This excludes grants from Leadership for Change: Grants for Organizational Development, Flying Squad, Visiting Foreign Artists, and travel programs (with the exception of Audience and Market Development Travel Grants).
- › be a registered or incorporated arts organization
- › work with a professional staff
- › have at least 5 years of continuous activities and services that support professional arts practice
- › have had total revenues exceeding \$50 000 in each of the last 3 years (some exceptions may be considered)

Magazine publishers: Your application will not be eligible if your organization owes royalty payments to writers, illustrators, translators and/or other copyright licensors as of the application deadline.

## ACTIVITIES - WHAT YOU CAN APPLY FOR

You can apply for a contribution towards ongoing activities and services that:

- › provide targeted resources and opportunities for the development of a particular artistic practice, group of artists and/or arts organizations

You can't apply for activities that receive funding from another Canada Council program or those on the general list of ineligible activities.

## EXPENSES - WHAT IS ELIGIBLE

- › All expenses related to supporting the above activities and services

## ASSESSMENT - HOW DECISIONS ARE MADE

Your application to the Support Organizations component of Supporting Artistic Practice will be assessed by a 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. This weighting will be used for competitions in 2017 and may be revised in subsequent years.

<b>RELEVANCE</b>	<b>50%</b>	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	<ul style="list-style-type: none"> <li>› The clarity and importance of your role within your community or in relation to the artistic practice(s) that you serve</li> <li>› The quality of your activities and services</li> </ul>
<b>IMPACT</b>	<b>30%</b>	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	<ul style="list-style-type: none"> <li>› The potential for strengthening artistic practice through your activities and services</li> <li>› A commitment to reflecting – through your activities, membership and organizational make-up – the diversity of your geographic community or region and the artistic practice(s) you serve, 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</li> </ul>
<b>RESILIENCE</b>	<b>20%</b>	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	<ul style="list-style-type: none"> <li>› Your organizational capacity and experience including staff structure, governance and planning, as well as working conditions for artists involved in your activities, if applicable</li> <li>› Financial health and effective financial planning, including the efficient use of resources</li> </ul>

## 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:

- › context and role within your artistic practice(s)
- › ongoing activities and services
- › past cycle of funding including highlights, challenges or knowledge gained
- › upcoming plans
- › commitment to reflecting the diversity of your geographic community and artistic practice(s)
- › membership/users/clients
- › criteria for access to your activities and fee structures
- › artists fees, distribution rights, royalties and safe working conditions, if applicable
- › key partnerships, if any
- › operations, including administrative structure, planning and financial health
- › aims and objectives for your next funding cycle
- › CADAC data, including recent financial statements (excluding magazine publishers)

You will also need to include:

- › samples related to your activities (workshops, tool kits for clients, etc.)
- › for magazine publishers – a financial summary (2 past, current and 2 future years) and financial statements
- › for agents and managers – a roster of represented artists, groups or organizations, with gross bookings
- › for media arts distribution centres – previous works acquired and distributed

- › for print magazine publishers – 7 copies of 4 magazine issues published during the last 2 years (if submitting by mail, they must be postmarked on or before the deadline date)
- › for electronic magazine publishers – website address or PDF versions of 4 magazine issues published during the last 2 years
- › 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.

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 Canada Council Program Officer before submitting an application to this component for the first time.

# SUPPORTING ARTISTIC PRACTICE SUPPORT ORGANIZATIONS

## APPLICATION FORM PREVIEW

1. Give your application a name.

2. Fiscal year end

3. French translation 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
- you are a Literary Arts or Theatre organization and are not required to have a translation of your application

4. What art form(s), style(s), genre(s) and/or expression(s) are most relevant to this application?

5. Context

Provide the context in which your organization pursues its activities and offers its services. This can include information about the historical or cultural context for the arts community you serve, your region or community and other information related to your choices about activities and services.

6. Describe your role and the ongoing, regular activities and services that your organization provides. Explain how the activities and services you provide strengthen your artistic practice(s) or arts community.

7. Describe your organization's membership, clients and/or those who benefit from your organization's activities and services. Include the numbers and categories (if applicable) of members, users and clients you have had in each of the last 5 years. Provide the criteria for membership/users or the selection process for clients, if any. Also provide fees charged for membership, and regular activities and services

## 8. Report on Past Cycle

Provide a high-level summary on 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.

## 9. Plans Going Forward

Briefly summarize your plans for the years related to your funding request. Keep your summary broad with some specific examples.

## 10. Diversity

Describe your organization's commitment to reflecting – through your activities, membership and organizational make-up – the diversity of your geographic community or region and the artistic practice(s) you serve, 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.

## 11. Operations

Describe:

- › the administrative structure that supports your organization's activities
- › your organization's governance model and planning processes
- › the working conditions for artists involved in your activities (for example: fees paid to artists, distribution rights, royalties, safe working conditions), if applicable.
- › key partnerships, if any

## 12. Finances

Comment on your organization's financial health, planning and priorities.

## 13. Aims and Objectives

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, and the context in which your organization carries out its activities.

## 14. Additional Comments

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