SUPPORTING ARTISTIC PRACTICE:

Support Organizations

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.

**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 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 Council will reimburse eligible translation expenses up to the stated 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.

Magazines on the arts and literature don’t need to provide a translation of their application.

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

**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 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).

# 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.

Unless you are a magazine 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 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

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.

To be eligible, your organization must:

* presently receive core 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:**

* have received 1composite grant or 3 Canada Council project grants from the Canada Council in the last 5 years. This excludes grants from the following components and programs: *Travel, Translation, Small-Scale Activities, Digital Strategy Fund, Leadership for Change: Grants for Organizational Development*, *Flying Squad*, *Visiting Foreign Artists*
* 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)

# ACTIVITIES - what you can apply for

You can apply for a grant for 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**](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 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**](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 50%** (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)

* The clarity and importance of your role within your artistic community or in relation to the artistic practice(s) that you serve
* The quality of your activities and services

**Impact 30%** (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)

* The potential for strengthening artistic practice through your activities and services
* A commitment to reflecting – through your activities, membership clients, users and/or contributors, 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**](http://canadacouncil.ca/glossary/aboriginal-peoples), [**culturally diverse groups**](http://canadacouncil.ca/glossary/culturally-diverse-groups), people who are [**Deaf or have disabilities**](http://canadacouncil.ca/glossary/deaf-and-disability), and [**official language minority communities**](http://canadacouncil.ca/glossary/official-language-minority-communities)
* A 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 and experience including staff structure, governance and planning, as well as working conditions for artists involved in your activities, if applicable
* Financial health and effective financial planning, including the efficient use of resources
* The professional working conditions, including measures to create and maintain a safe working environment, for those involved in your organization’s activities.

# 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 (3 years) including highlights, challenges or knowledge gained
* upcoming plans (4 years)
* commitment to reflecting the diversity of your geographic community or region and artistic practice(s)
* membership/users/clients/collaborators
* criteria for access to your activities and fee structures, if applicable
* 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). If you have an accumulated deficit (line 6215 of CADAC financial form) for your most recently completed fiscal year of more than 10% of revenue or an unrestricted net asset deficiency (line 6310 of CADAC financial form) of more than 25% of the total revenue, you must upload a deficit reduction plan that includes targets and timelines as part of your required documents. If the net assets presented in your financial statements include restricted and capital assets, please ensure they are presented as such in the CADAC financial form.

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 3 future years) and a fee schedule for writers
* for agents and managers – a roster of represented artists, groups or organizations, with net and gross bookings
* for media arts distribution centres – previous works acquired and distributed
* for print magazine publishers – 8 copies of 4 magazine issues published during the last cycle (if submitting by mail, they must be postmarked on or before the deadline date)
* for electronic magazine publishers – hyperlinks or PDF versions of 4 magazine issues published during the last cycle
* 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 Acceptance 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 **Canada Council 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. **Fiscal year end**
3. [**French Translation**](http://canadacouncil.ca/funding/grants/guide/apply-to-programs/translation-options-for-core-applications) **of the application****(**Only magazines on the arts and literature may select the 3rd option)

🞆 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 magazine on the arts and literature and are not required to have a translation of your application.

1. **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, documentary film, fine craft, new media, children’s illustrated book, circus aerial acrobatics, poetry, 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)

**Explain the context in which your organization pursues its activities and offers its services. This can include information about the regional, historical or cultural characteristic and context for the arts community, group of artists and/or artistic practice you serve, and other information related to your choices about activities and services.**

1. **Define your current role in the artistic sector, and the ongoing, regular activities and services that your organization provides.** (approximately 1000 words)

Explain how the activities and services you provide strengthen an artistic practice(s), a group of artists, or an arts community.

This can include:

* information about your outreach strategies and initiatives
* your organization’s artistic mission, including your commitment to Canadian artists and Canadian artworks
* innovative strategies or actions
* professional development and career advancement of Canadian artists
* services and resources offered
* the outcomes of your activities and services for your members, clients, users, group of artists, artistic community, arts sector.
1. **Describe those who benefit from your organization’s activities and services (members, clients, users, contributors, artists, organizations, arts sector).** (approximately 750 words)

Include, if applicable:

* the numbers and categories of members, users and/or clients within the arts sector you have had in each of the last 5 years
* the criteria and/or the selection process for membership, users or clients
* fees charged for membership, users or clients and regular activities and services
* artistic and professional standards, fees for contributors and artists.
1. Report on Past Cycle(approximately 1000 words)

Provide a summary of the last cycle of your funding. Identify important highlights, challenges and knowledge gained from your experiences.

Include:

* the rationale that guided your choices, actions and priorities
* any initiatives, activities or projects undertaken to support, develop and promote Canadian artists and their artwork.

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, talk about the last 2 years of activities and services.

To avoid repetition, please note that you will be providing a detailed list of activities in the Appendices section of the application.

1. **Upcoming cycle** (approximately 1000 words)

Provide your plans for the 4 years related to your funding request. Applicants are expected to provide more details for year 1 and 2.

Include:

* your key activities and services
* the rationale for your upcoming choices, orientations or priorities
* any initiatives, activities or projects you envision to support, develop and promote Canadian artists and their artwork
* ways in which you will achieve your objectives

To avoid repetition, please note that you will be providing a detailed list of activities in the Appendices section of the application.

1. Diversity (approximately 750 words)

Describe your organization’s commitment to reflecting – through your activities, the artistic community you serve (including your membership, clients, users and/or collaborators) and your organizational make-up (including your staff and Board of Directors) – 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. Also, describe how your organization advances gender parity and/or gender diversity.

1. Operations(approximately 1000 words)

Describe:

* the administrative structure that supports your organization’s activities, including key personnel, Board of Directors, and/ or collaborators
* your organization’s governance model and planning processes
* your organization’s succession planning and recruitment processes for key personnel and the Board of Directors (or equivalent)
* the working conditions for those involved in your organization’s activities (for example: safe working conditions, professional development and other opportunities, policies to support respectful workplaces)
* key partnerships or collaborations with the artistic community, if applicable
* your business model, if applicable.
1. Finances(approximately 500 words)

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

* If you have a surplus of 15%+ or unrestricted reserves, please provide a rationale. Please note that if you have an accumulated deficit for your most recently completed fiscal year of more than 10% of revenue or an unrestricted net asset deficiency of more than 25% of the total revenue you are required to upload a deficit reduction plan in Section 4 – Required Documents.
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 align with your mandate, and the objectives of this program.

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.

Do not use this space to provide additional information related to earlier questions.

## FINANCIAL AND STATISTICAL INFORMATION

1. **Complete Budget and Appendices document**
2. **Annual grant amount requested**

Up to 60% of total annual revenues, averaged over the last 3 years.

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

This amount must match the requested amount in your CADAC Financial Form for Arts Organizations (line number 4415), or for magazine publishers, your completed Financial Summary for each related fiscal year.

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

1. **Total amount requested**
2. **For magazine publishers only:**

**Provide your most recent financial statements.**

1. **For all other organizations (except magazines on the arts and literature) :**

**If you know your CADAC ID, please provide it.**

## REQUIRED DOCUMENTS

1. **Provide a deficit reduction plan (if applicable).**
2. **For agents and managers only:**

Provide a roster of represented artists, groups or organizations, with net and gross bookings and number of years that the artist has been on the roster.

For each artist, provide the artist’s name, their genre/style, whether they are Canadian or non-Canadian and their gross bookings.

1. **For media arts distribution centres only:**

Provide a list of works you have acquired and placed in distribution during the last funding cycle.

If you’re a first-time applicant, list the last 2 years of activities.

1. **For magazines on the arts and literature only:**Complete the list of Contributors and Activities document.

## SUPPORT MATERIAL

1. **You must submit samples related to past activities.**

Print magazine publishers must submit 8 copies of 4 different magazine issues published in the last cycle.

Electronic magazine publishers must provide a document with hyperlinks (weblinks) to
4 magazine issues published during the last cycle.