SUPPORTING ARTISTIC PRACTICE:

National Arts Service Organizations

The **National Arts Service Organizations** component of *Supporting Artistic Practice* funds Canadian arts service organizations with mandates to promote and support the arts on a national level. Grants assist service organizations committed to developing and sustaining the vitality of the Canadian professional arts sector through representation, promotion and exchange.

**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** – 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.

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:

* national arts 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 1 composite grant or 3 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.
* be an incorporated not-for-profit arts organization
* work with a professional staff
* have at least 5 years of continuous activities and services that support the professional arts sector
* have had total revenues exceeding $75 000 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 member services and other activities that strengthen the vitality of the professional arts sector on a national basis. In particular, to:

* encourage dialogue, networking and shared learning
* initiate research and analysis
* represent and promote the arts to the public
* provide ongoing services and opportunities for artists and/or arts organizations

**You can’t apply for** activities that receive funding from another 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).

# EXPENSES - what is eligible

* All expenses related to supporting the above activities and services

# ASSESSMENT - how decisions are made

Your application to the **National Arts Service Organizations** component of *Supporting Artistic Practice* will be assessed by a [**peer assessment committee**](http://canadacouncil.ca/glossary/peer-assessment-committee) representing a 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 uniqueness of your role within the arts sector
* Your responsiveness to the changing needs of your artistic community
* The quality of your activities and services
* The support from your artistic community

**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 the arts through your activities and services
* A commitment to reflecting – through your activities, membership and organizational make-up – the diversity of Canada and the arts sector 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 the arts sector
* ongoing activities and services
* past cycle of funding, including highlights, challenges or knowledge gained
* upcoming plans
* commitment to reflecting the diversity of Canada and the arts sector you serve
* membership/users
* criteria for access to your activities and fee structures
* artists fees 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. 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, research, conference materials, tool kits, etc.)
* a translation of your application into French or English (must be submitted by the translation deadline date)
* the completed Appendices document

# 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 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** **All applications to this component must be translated.**

🞆 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 art form(s), style(s), genre(s) and/or expression(s) are most relevant to this application?** (approximately 25 words)

Some examples include: choirs, theatre, visual arts, dance, book publishing.

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 and offers its services. This can include information about the historical or cultural context for the arts sector you represent, your region or community and other information related to your choices about activities and services.

1. **Describe your role within the arts sector and the ongoing, regular activities and services that your organization provides. Explain how your organization remains responsive to your artistic community and how the activities and services you provide strengthen the arts.** (approximately 1000 words)
2. Describe **your organization’s membership and those who use your organization’s services. Include the numbers and categories (if applicable) of members/users in each of the last 5 years. Provide the criteria for membership/users and fees charged for membership and regular services.** (approximately 750 words)
3. Report on Past Cycle(approximately 1000 words)

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.

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

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

1. **Plans Going Forward** (approximately 1000 words)

Briefly summarize your plans for the years related to your funding request. Keep your summary broad with some specific examples. Plans for year 1 and 2 of the core grant should be more detailed; plans for year 3 and 4 can be broader.

1. Diversity (approximately 750 words)

Describe your organization’s commitment to reflecting – through your activities, membership and organizational make-up – the diversity of Canada and the arts sector 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. 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
* 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 professional working conditions for those involved in your organization’s activities (for example: fees paid to artists, safe working conditions, professional development and other opportunities, policies to support respectful workplaces), if applicable
* key partnerships, if any.
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 relate to your mission 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.

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

## FINANCIAL AND STATISTICAL INFORMATION

1. **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) for each related fiscal year.

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

1. **Total grant amount requested** 

This amount should equal your annual requested amount x 4 years.

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

## REQUIRED DOCUMENTS

1. **Complete the Appendices document.**
2. **Provide a deficit reduction plan (if applicable).**

## SUPPORT MATERIAL

1. **You must submit at least 1 item of support material.**

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.