ARTS ACROSS CANADA:

Travel

The **Travel** component of *Arts Across Canada* funds activities linked to Canadian presentation, exhibition, artistic collaboration, networking and building market opportunities for Canadian artists, arts professionals, artistic groups and arts organizations. Grants provide support to participate in significant events, build a national presence and for festivals and presenters to conduct research for Canadian artistic programming.

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**](https://canadacouncil.ca/funding/grants/deadlines) page

**Grant amount** – Up to $30 000 per year (1 March – 28/29 February).

**Application limits** – You can apply once for any combination of activities (see **Activities – What can I apply for?**), and make up to 2 additional applications to:

* showcase at trade fairs or similar key events in the [**performing arts**](http://canadacouncil.ca/glossary/performing-arts)
* research artistic content for exhibitions, festivals or a series of presentations

# 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?

Types of potential applicants to this component include:

* artists and curators
* arts professionals
* cultural connectors and sector builders (Equity arts sector)
* artistic groups and collectives
* artistic organizations
* festivals, presenters and touring networks

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 this component.

# Activities – What can I apply for?

Travel within Canada must be at least 300 kilometers from your place of departure, and by invitation.

Travel from an international departure to a Canadian destination must also be by invitation.

You can apply for single or several destinations within 1 trip to/for:

* develop markets and networks
* present artistic work
* explore future artistic collaborations
* build on an existing tour (for a single representative of a group or organization)
* prospection for exhibition tours (directors and curators only)
* showcase\* at trade fairs or similar key events in the [performing arts](http://canadacouncil.ca/glossary/performing-arts)
* participate in significant events

**Showcase**: *A live 20-40 minute performance to a significant number of key presenters and programmers, rather than to the general public.  These events introduce an artist to new markets and audiences.*

Or, for the following activity that does not require an invitation, to:

* research artistic content for programming in Canadian festivals, exhibitions or presentations

Applicants with access to [**Circulation and Touring**](https://canadacouncil.ca/funding/grants/arts-across-canada/circulation-and-touring) in **Arts Across Canada** are encouraged to apply to that component for touring activities.

For residencies or self-directed projects that focus primarily on creation, please see [**Research and Creation**](https://canadacouncil.ca/funding/grants/explore-and-create/research-and-creation)in **Explore and Create** for funding options.

For professional development activities and career advancement (mentorships, internships, specialized training, etc.), please see [**Professional Development for Artists**](http://canadacouncil.ca/funding/grants/explore-and-create/professional-development-for-artists) in **Explore and Create**, or [**Professional Development for Arts Professionals**](http://canadacouncil.ca/funding/grants/supporting-artistic-practice/professional-development-for-arts-professionals) in **Supporting Artistic Practice**.

**You can’t apply for** activities that occur before your departure date, those 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). Presentations that are part of regular programming at the National Arts Centre are not eligible.

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?

* Transportation expenses (example: airfare, train tickets, bus fare, kilometric rates, taxi and shuttle fares)
* Accommodation and lodging expenses
* Meals and Per Diems

Maximum amounts are based on the travel distance between departure location and destination (or the furthest destination for single trips with multiple stops), combined with accommodation expenses and meals up to a maximum of 5 days ($150 per day, per person).

Travel within Canada:

* 300 km (minimum) – 500 km: up to $1,000 max. per person
* 501 km – 1000 km: up to $1,250 max. per person
* 1001 km – 2000 km: up to $1,750 max. per person
* 2001 km – 3000 km: up to $2,250 max. per person
* 3001 km – 5000 km or more: up to $3,250 max. per person

Travel from outside of Canada:

* Travel from the USA, Mexico and the Caribbean Islands: maximum $1,750 per person
* Travel from Europe and South America: maximum $2,250 per person
* Travel from Asia, Australia, and Oceania: maximum $2,750 per person
* Travel from Africa: maximum $3,250 per person

Additional eligible expenses, if applicable:

* Shipping and additional baggage: maximum $2,500 per application
* Northern allowance: maximum $2,000 per person

Ineligible expenses include:

* Insurance (travel, baggage, medical, etc.)
* Registration fees
* Material costs: equipment rental, promotional material, printing
* Artist fees, salaries, translators
* Accessibility costs (you may submit an [Access support](https://canadacouncil.ca/funding/strategic-funds/access-support) request)

# Assessment – How are decisions made?

Your application to the **Travel** component of *Arts Across Canada* will be assessed by an [**internal committee**](http://canadacouncil.ca/glossary/internal-committee) on the following weighted criteria, and must receive a minimum score **in each category** to be considered for a grant:

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

The potential of the project to:

* build connections and exchange knowledge
* generate future opportunities

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

* The rationale for the project, including timeliness and suitability
* The suitability of the event or involvement of the partners or host organizations

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

* The capacity and experience you and your partners or host organizations have to undertake the project
* A reasonable budget

Your application will be given a lower priority if you have already traveled to this region for similar activities.

# 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 travel plans
* your budget
* the event, partners or host organizations

You will also need to include:

* at least 1 invitation or meeting confirmation, if applicable

# 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 you complete the project.

# Contact information

You are encouraged to 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. **Name of application** (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 and TRAVEL DATES. (approximately 25 words)

For example, “To present at XYZ festival in Halifax, NS from day/month/year to day/month/year.”

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

1. **Departure date**

This date must be after the date you submit your application.

1. **Return date**
2. **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, 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. **Type of activity:** (you may choose more than 1):

🞏 develop markets and networks

🞏 present artistic work

🞏 explore future artistic collaborations

🞏 research artistic content for programming

🞏 build on an existing tour (for a single representative of a group or organization)

🞏 prospection for exhibition tours (directors and curators only)

🞏 showcase at trade fairs or similar key events in the [performing arts](http://canadacouncil.ca/glossary/performing-arts)

🞏 participate in significant events

1. **Briefly describe your project** **and travel plans**. (approximately 250 words)
2. **Why do you wish to complete this project with these partners or at this location?** **Why is it relevant at this time? If you have undertaken similar activities in this region or with these partners in the past, how will the proposed project give you additional benefits?**  (approximately 250 words)
3. **If you are departing from a city different than your permanent address, please provide details.** (approximately 100 words)
4. **If your proposed activity touches upon Indigenous traditional knowledge, linguistic or cultural intellectual property, please describe your relationship to this content and how appropriate protocols are/will be observed or addressed.** (approximately 100 words)
5. **How will the project:** (approximately 250 words)
* **build connections and exchange knowledge?**
* **generate future opportunities?**
1. **Describe:** (approximately 100 words)
* **the involvement of your partners or host organizations and/or**
* **the opportunities that will be provided to you at the event(s).**
1. **If you have applied to a different component for overlapping activities or expenses, please indicate the component and submission date.** (approximately 10 words)
2. **If there is anything that has not been asked that is essential to understanding your application, provide it here.** (approximately 250 words)

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

## BUDGET

1. **Transportation, accommodation and meal expenses** 

Complete the table below, based on the travel distance between the destination and the departure point. If your trip has several stops only enter the furthest destination.

Maximum amounts include travel expenses, accommodation expenses and meals up to a maximum of 5 days at $150 per day

* 300 km (minimum) – 500 km: up to $1,000 max. per person
* 501 km – 1000 km: up to $1,250 max. per person
* 1001 km – 2000 km: up to $1,750 max. per person
* 2001 km – 3000 km: up to $2,250 max. per person
* 3001 km – 5000 km or more: up to $3,250 max. per person

Travel from outside of Canada (includes accommodation expenses and meals up to a maximum of 5 days at $150 per day)

* Travel from the USA, Mexico and the Caribbean Islands: maximum $1,750 per person
* Travel from Europe and South America: maximum $2250 per person
* Travel from Asia, Australia, and Oceania: maximum $2,750 per person
* Travel from Africa: maximum $3,250 per person

NOTE: If you do not require the maximum amount, you may request less, accordingly

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Destination city and country** | **Departure city and country** | **# of travelers travelling from this departure point (A)** | **Requested amount per person (B)** | **Requested amount per person x # of travelers (A x B)** |
|  |  |  | $ | $ |

1. Subtotal of requested amount(s).

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Please list travelers and indicate their role.** (approximately 200 words) 
2. **Shipping and additional baggage, if applicable** (approximately 50 words)

Shipping/additional baggage costs up to $2500 **per grant application** may be available in addition to your total requested amount (travel, accommodation and meals). Please describe.

|  |  |
| --- | --- |
| **Description of cost**  | **Requested amount** |
|  | $ |

1. **Northern allowance, if applicable** (approximately 50 words)

Up to $2000 **per person** may be available in addition to your requested amount for travel, accommodation and meals, if travelling to or from northern Canada. Provide details.

|  |  |
| --- | --- |
| **Travel details**  | **Requested amount** |
|  | $ |

1. **Total grant amount requested** (maximum $30 000)

|  |  |
| --- | --- |
| **Total grant request (questions 17 + 19 + 20** | **$** |

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

1. **Other financial support, if applicable.**

Please provide details of other financial support you might be receiving for this trip, for example: grants from other funders or sources, fees, accommodations, or meals.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Source** | **Support details**  | **Confirmed** | **Pending** | **Amount** |
|  |  | $ | $ | $ |

## REQUIRED DOCUMENTS

1. **Attach information about the event(s), partners and/or host organizations that provides context and background for your travel (for example: organizational mandates, artistic programming, or other relevant host information).**
2. **Attach at least 1 invitation or written confirmation if you are applying to/for:** Attach at least 1 official invitation, performance agreement, contract, or meeting confirmation if you are applying to/for:
* develop markets and networks
* present artistic work
* explore future artistic collaborations
* build on an existing tour (for a single representative of a group or organization)
* prospection for exhibitions/tours
* showcase at trade fairs or similar key events in the [performing arts](http://canadacouncil.ca/glossary/performing-arts)
* participate in significant events

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