

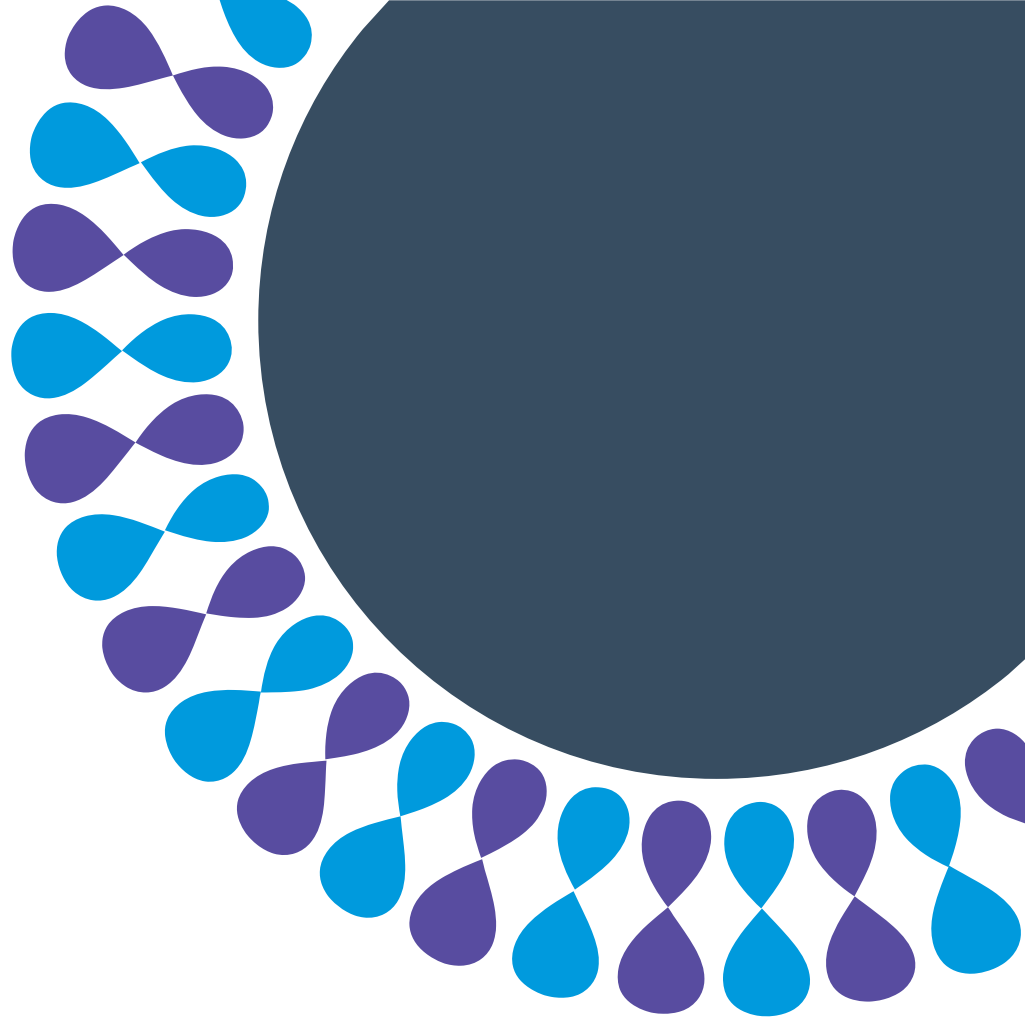


Canada Council
for the Arts

Conseil des arts
du Canada

Creating an individual applicant profile

July 2023



Bringing the arts to life
L'art au cœur de nos vies

Applicant profiles

An applicant profile is how you tell the Canada Council who you are and what you do, including your role and field of practice.

Submitted applicant profiles are reviewed by Canada Council staff.

You will not be able to begin a grant application until you have an approved applicant profile.



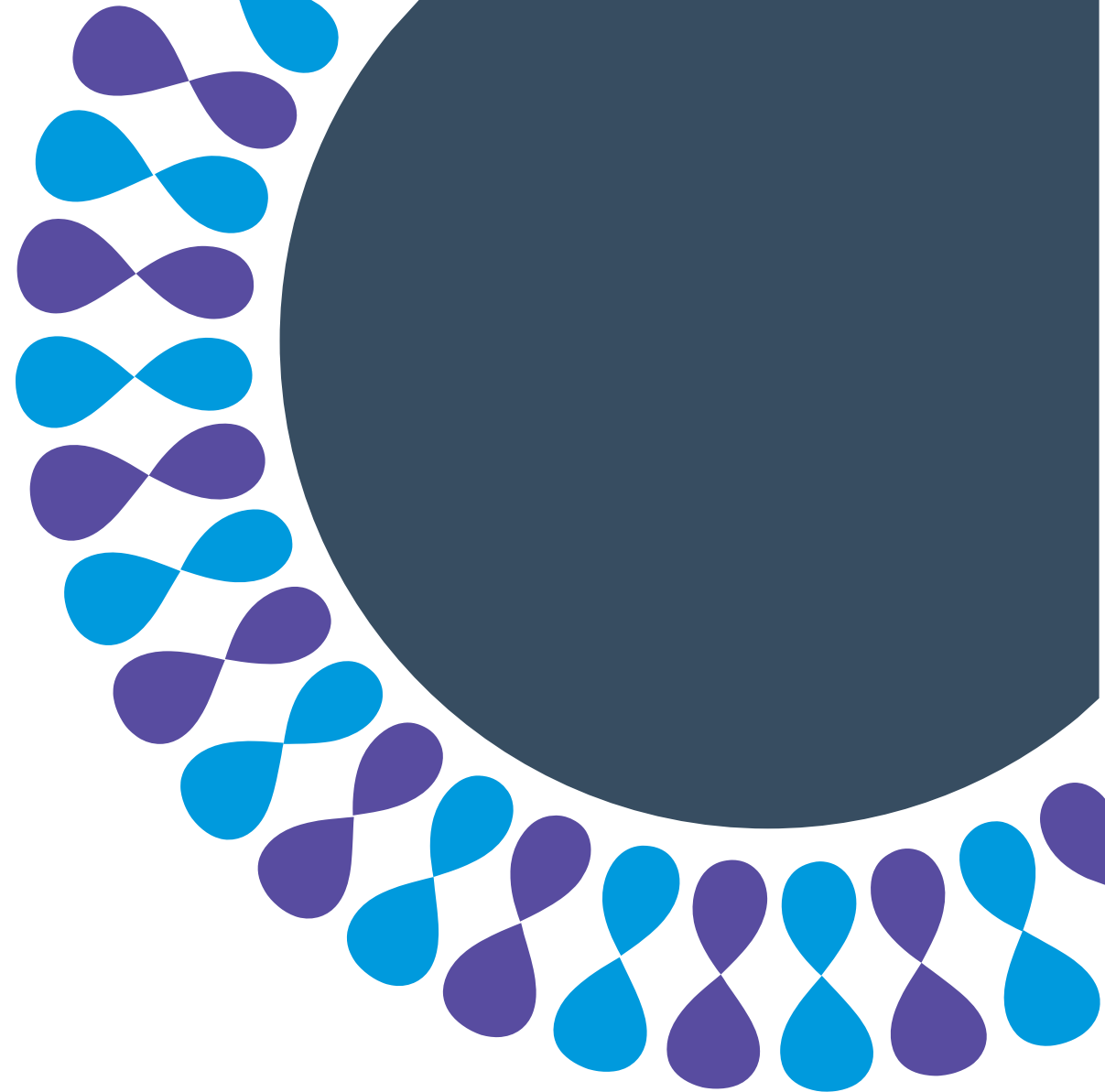
! Note

It can take up to 15 business days for the Canada Council to review your applicant profile.

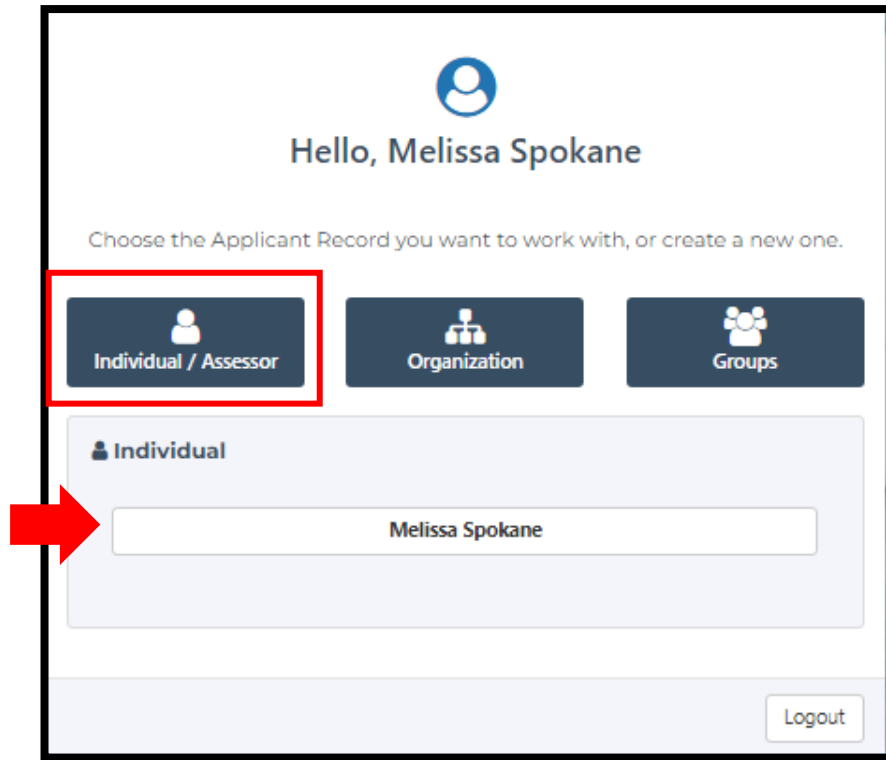
Applicant profile selection for individuals

This tutorial will show you how to:

- Select an individual applicant profile for your account
- submit an applicant profile for review



To select an individual applicant profile

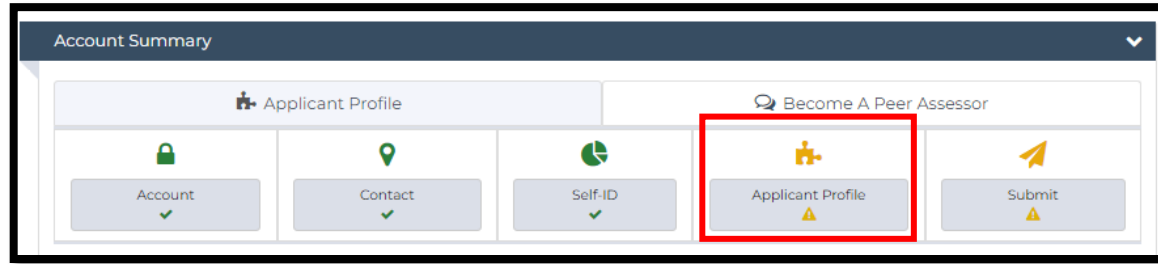


Step 1: Sign into the portal.

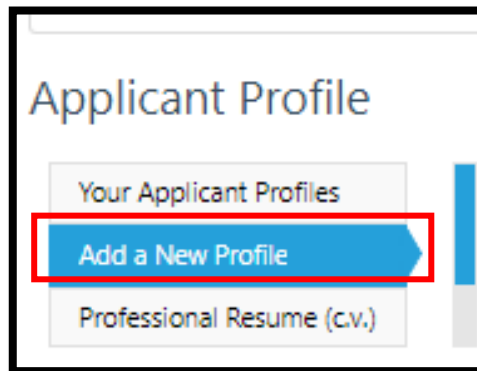
Step 2: Click **Individual / Assessor**.

Step 3: Click your name.

To select an individual applicant profile



Step 4: Click **Applicant Profile**.



Step 5: Click **Add a New Profile**.

To select an individual applicant profile

Step 6: If you are **First Nations, Inuk or Métis** and wish to self-identify, choose **Yes** to the first question.

If not, skip to Step 8.

Step 7: If you wish to apply to the [Creating, Knowing and Sharing program](#) answer **Yes** to the second question and **select a profile**.

Continue to Step 9 for instructions on how to add a profile.

Note

You can also choose an applicant profile for other Canada Council programs, beyond Creating, Knowing and Sharing.

Are you a First Nations, Inuit, or Métis individual, group or organization? *

First Nations, Inuit and Métis individuals, groups and organizations may apply to Creating, Knowing and Sharing: The Arts and Cultures of First Nations, Inuit and Métis Peoples, as well as the other Canada Council programs for funding for artistic and cultural activities.

If you would like to be considered for strategic measures including special funding, you must self-identify by choosing "yes" below. This information is also collected for statistical and reporting purposes.

Yes

Do you want the option of applying to the Creating, Knowing and Sharing program? *

The Creating, Knowing and Sharing program functions using a self-determined, Indigenous-centred approach. This means that it will be guided by Indigenous values and worldviews, administered by staff of First Nations, Inuit and Métis heritage, and assessed by First Nations, Inuit and Métis individuals.

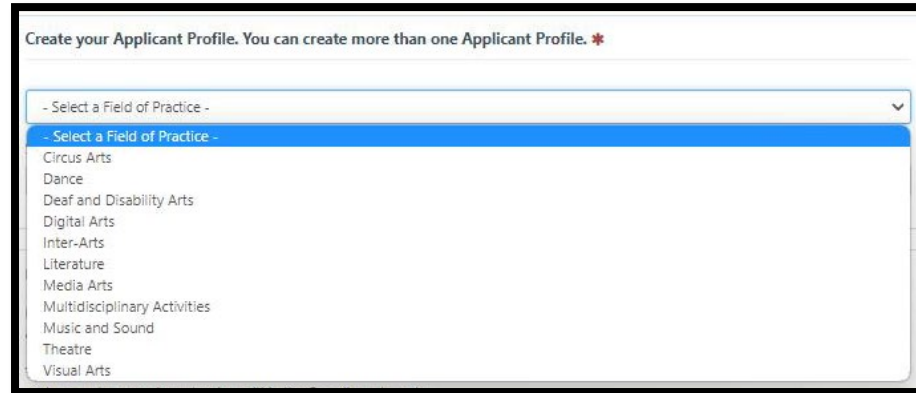
Yes

Select Your Profile

First Nations, Inuit and Métis individuals, groups and organizations may apply to Creating, Knowing and Sharing: The Arts and Cultures of First Nations, Inuit and Métis Peoples by selecting a profile below.

- Select Profile -

To select an individual applicant profile



Create your Applicant Profile. You can create more than one Applicant Profile. *

- Select a Field of Practice -

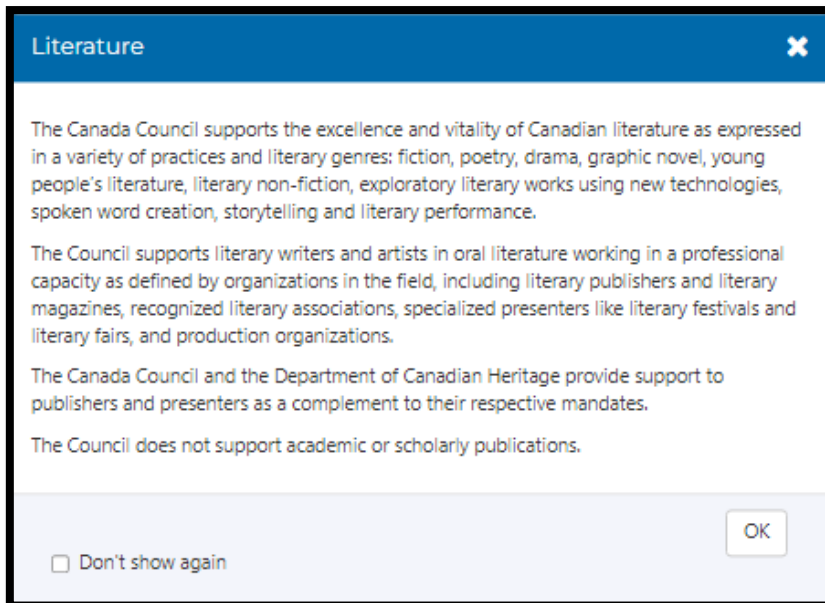
- Select a Field of Practice -
- Circus Arts
- Dance
- Deaf and Disability Arts
- Digital Arts
- Inter-Arts
- Literature
- Media Arts
- Multidisciplinary Activities
- Music and Sound
- Theatre
- Visual Arts

Step 8: Select a **Field of Practice**.



Read the pop-up carefully to see if your activities are a good fit. If they are not, close the pop-up and pick another option.

You can also find the [field of practice](#) definitions on the Canada Council website.



Literature

The Canada Council supports the excellence and vitality of Canadian literature as expressed in a variety of practices and literary genres: fiction, poetry, drama, graphic novel, young people's literature, literary non-fiction, exploratory literary works using new technologies, spoken word creation, storytelling and literary performance.

The Council supports literary writers and artists in oral literature working in a professional capacity as defined by organizations in the field, including literary publishers and literary magazines, recognized literary associations, specialized presenters like literary festivals and literary fairs, and production organizations.

The Canada Council and the Department of Canadian Heritage provide support to publishers and presenters as a complement to their respective mandates.

The Council does not support academic or scholarly publications.

Don't show again

OK

To select an individual applicant profile

Create your Applicant Profile. You can create more than one Applicant Profile. *

Literature

Select Your Profile

- Select Profile -

- Select Profile -

Cultural Connector

Literary Translator

Literary Writer

Literature Professional

New/Early Career Artist

Spoken Word, Storytelling or Literary Performance Artist

Step 9: Select a profile type.



Tip

Read the pop-up carefully to see if you are eligible for the selected profile.

If you do not meet the criteria, you can explore other profile types that may be a better fit.

Eligibility Criteria

New/Early Career Artist

The New/Early Career Artist profile is for artists who are entering or who are in the early stages of their professional career in one or more fields of practice recognized by the Canada Council. This profile welcomes artists who are new to Canada and may have received training or begun a career in their country of origin.

To be eligible as a New/Early Career Artist, you:

- have no other approved applicant profiles with the Canada Council
- have not received a grant from the Canada Council before submitting this profile (Note: once your New/Early Career Artist profile has been validated, you can apply for, and receive, more than one grant.)
- are at least 18 years old
- are either a Canadian citizen or a permanent resident of Canada
- have some training, experience or accomplishments in one or more of the following fields of practice: Circus Arts, Dance, Deaf and Disability Arts, Digital Arts, Inter-Arts, Literature, Media Arts, Music and Sound, Theatre or Visual Arts. Past training could include mentorship, self-study, workshops, etc. Training in an academic institution is not mandatory. Training, experience or accomplishments that took place outside of Canada are recognized
- are committed to the ongoing development of your skills and artistic practice

Note:

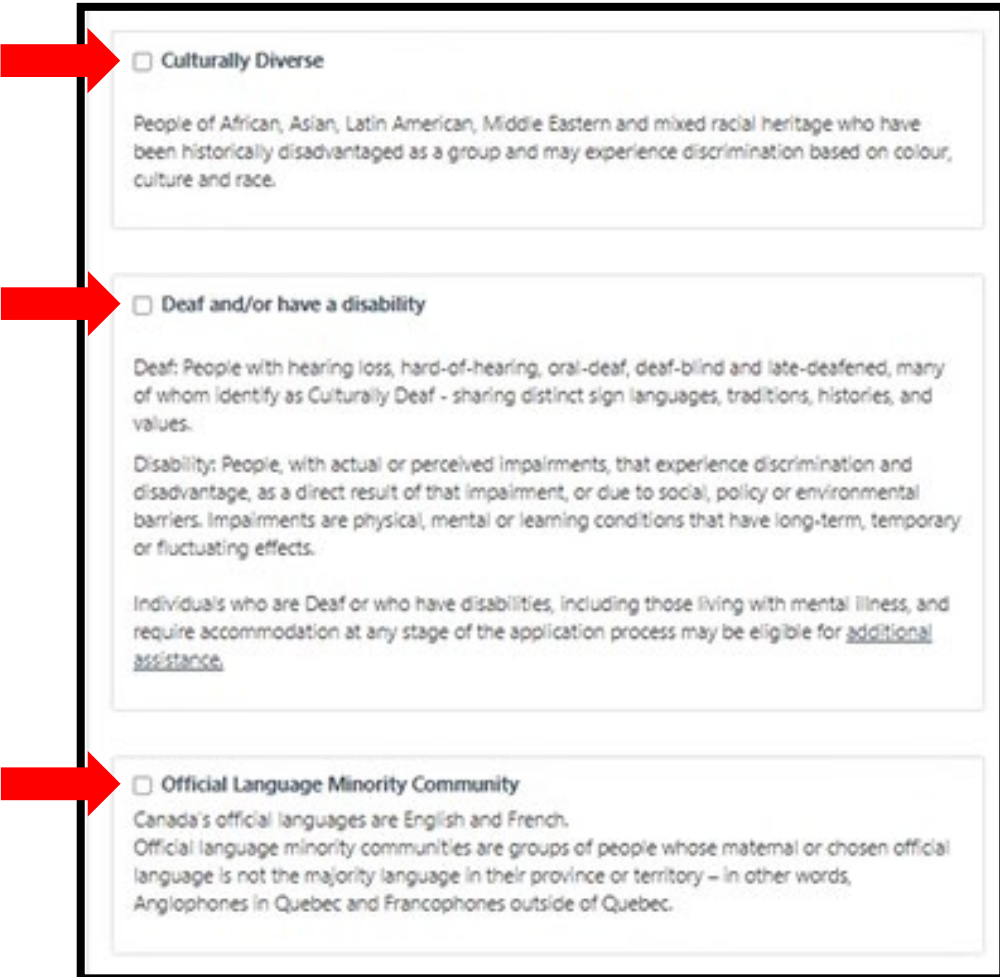
- Your CV must demonstrate that you meet the eligibility criteria stated above.

[Add To Profile](#) [I do not meet this criteria](#)

Step 10: If you meet the criteria, click **Add To Profile**.

Step 11: Close the **Additional Profiles** pop-up.

To select an individual applicant profile



Culturally Diverse
People of African, Asian, Latin American, Middle Eastern and mixed racial heritage who have been historically disadvantaged as a group and may experience discrimination based on colour, culture and race.

Deaf and/or have a disability
Deaf: People with hearing loss, hard-of-hearing, oral-deaf, deaf-blind and late-deafened, many of whom identify as Culturally Deaf - sharing distinct sign languages, traditions, histories, and values.
Disability: People, with actual or perceived impairments, that experience discrimination and disadvantage, as a direct result of that impairment, or due to social, policy or environmental barriers. Impairments are physical, mental or learning conditions that have long-term, temporary or fluctuating effects.
Individuals who are Deaf or who have disabilities, including those living with mental illness, and require accommodation at any stage of the application process may be eligible for additional assistance.

Official Language Minority Community
Canada's official languages are English and French.
Official language minority communities are groups of people whose maternal or chosen official language is not the majority language in their province or territory – in other words, Anglophones in Quebec and Francophones outside of Quebec.

Step 11: Check the boxes that apply to you.

Note

Self-identifying is optional.

If you self-identify as being from one, or more, of the groups listed, you may be considered for strategic funding.

Step 12: Click **Next**.

To add your resume (c.v.)

Applicant Profile Last Modified: 06-28-2023

Your Applicant Profiles

Add a New Profile

Professional Resume (c.v.)

Supporting Information

Please note that you will not be able to upload documents if you are using a tablet.

You must upload 1 professional resume (c.v.) that clearly demonstrates you meet the eligibility criteria for your applicant profile(s).
Do not include any personal information such as telephone numbers or addresses.

Upload your professional resume (c.v.) *

To upload your file, drag it into this box or click the Add button below.
Do not use punctuation, spaces, special characters or symbols (such as * ? " ' = < > / \ |) or more than 45 characters in any file name.
Accepted file extensions: doc,docx,wpd,txt,pdf,rft
Maximum File Size: 25MB

Add

Save and Exit Previous Next Save and continue >>

Step 1: Click **Add** to upload your c.v.



Tip

Make sure your c.v. shows how you meet the eligibility criteria for the profile you have added.

You can upload only one c.v., so it should list all your relevant activities.

Step 2: Click **Save and Continue**.

To submit your applicant profile

Applicant Record Summary Verified!

Your Account ✓
Contact Information ✓
Voluntary Self-ID ✓
Applicant Profile ✓

Applicant Profiles Ready for Validation
Select the Applicant Profile(s) you would like to submit for validation.

Submit	Field of Practice	Profile	Status	Eligibility Criteria
<input type="checkbox"/>	Literature	New/Early Career Artist	Created	View

Additional Information (approximately 150 words, 1000 characters)
Is there anything else we should know that will help confirm your eligibility for the applicant profile(s) you selected?

Declaration *
I certify that the information I submit is accurate and true to the best of my knowledge.
I understand that the information I submit (for example: professional resumes, group or organization history) may be used to assess my applications.
I consent to the Canada Council using my personal information in order to consider me for a prize, unless I have opted out, see above (for individuals only).
I understand that the Canada Council will protect personal information as required by the Privacy Act. The information will be stored in a series of Canada Council data banks described in Info Source, a government publication that is available on the Internet. All other information may be accessible to others under the Access to Information Act. For more information, see the [Canada Council's Privacy Notice](#).
I understand that my personal information requested by the Canada Council will not be used to assess any grant applications and will not be passed to other assessors.

I agree to the statements above.

[Save and Exit](#) [Submit for Validation](#)

Step 1: **Check the box** beside the profile that you want to submit for review.

Step 2 (optional): If there's anything else you would the Canada Council to know when reviewing your profile, you can enter it in the **Additional Information** section.

Step 3: Read the **Declaration** and check the box to confirm that you agree with the statement.

Step 4: Click **Submit for Validation**.

After the submission of your applicant profile

- You will get confirmation that your profile has been received.
- You will get a notification when your profile has been approved or declined.
- If your profile is declined, the **email** you get will explain why. Profiles are often declined because an applicant's c.v. does not clearly show how their training, skills or experience meet the requirements for the chosen profile.



Tip

You need an approved profile before you can start an application

If your profile is declined, you can revise and resubmit the profile or choose a different one to submit.

Summary

You have learned how to:

- select an individual profile for your account
- submit an applicant profile for review

