EXPLORE AND CREATE:

Research and Creation

The **Research and Creation** component of *Explore and Create* supports the initial stages of the creative process. Canadian artists, artistic groups and arts organizations can apply to develop and make creative works. Grants provide support for creative research, creation and project development.

You may be eligible for [Application Assistance](https://canadacouncil.ca/funding/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 $25 000 per year, to a maximum of $50 000 over 2 years (see below).

Most grants are no more than $25 000. Higher amounts are exceptionally awarded to projects that extend beyond 12 months.

**Application limits** – you can apply to this component twice per year (1 January to 31 December)

# 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, curators and writers
* artistic groups and collectives
* artistic organizations

Your eligibility to apply to this component is determined by the validated profile created in the portal.

Organizations presently receiving core grants cannot apply to this component.

If you are an individual working with a group or organization that is receiving or will be requesting a composite or core grant from *Explore and Create*, you may only apply to this component for support of a personal project that is not associated with the activities of the group or organization. Before applying, you are encouraged to contact a program officer to confirm the eligibility of your project.

For individuals only: you may be considered for [prizes](http://canadacouncil.ca/funding/prizes) based on information submitted with your application and your applicant profile. If you do not want to be considered for prizes, email [prizes@canadacouncil.ca](mailto:prizes@canadacouncil.ca) with OPT OUT in the subject line.

# Activities - What can I apply for?

* Creative research
* Creation
* Project development, including residencies

Projects involving production and/or post-production of a final work must apply to **Concept to Realization.**

**You can’t apply for** activities that occur before your project start 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). Please note that activities that are carried out to satisfy the course requirements of an educational institution 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/).

# Expenses - What is eligible?

Direct costs related to the activity, including:

* professional fees or compensation for working on the project (for you and the people you hire)
* child /dependent care costs if required to complete the activity (not including regular, ongoing expenses)
* equipment purchases required specifically for the activity (not including equipment related to a building)

o   maximum of $1,000 per item purchased

o   total combined cost up to 10% of the grant awarded.

# Assessment - How are decisions made?

Your application to the **Research and Creation** component of *Explore and Create* 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, and must receive a minimum score **in each category** to be considered for a grant:

**Artistic Merit** **50%** (minimum score of 35 out of 50)

* The artistic quality of your work
* The artistic rationale for your project
* The potential artistic outcomes

**Impact** **30%** (minimum score of 15 out of 30)

The potential of the project to:

* contribute to your or your group’s artistic development
* advance artistic practice

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

* Your capacity and experience to undertake the project
* A reasonable budget, including the ability to provide adequate working conditions

# 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
* the key artist(s) leading the project
* professional fees and safe working conditions for the hired artists and technical staff (if applicable)
* your timeline
* your budget
* the partners or host organizations (for residencies)

You will also need to include:

* a recent sample of your previous work(s) or the work-in-progress, if applicable
* biographies and letters of confirmation from collaborators, if any

# 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](mailto:exploreandcreate@canadacouncil.ca) 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. **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 relevant) and DATES.** (approximately 25 words) **\***

For example, “To research the history of Black communities in Cape Breton and write the first draft of a play from month/year to month/year.”

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

1. **Project start date\***

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

1. **Project end 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, poetry, graphic novel, throat singing, documentary film, fine craft, new media, 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. **Describe your project. Explain the inspiration for your project or why you wish to undertake it at this time.** (approximately 750 words) **\***

Include information on the key artists you will be working with, if applicable.

1. **Briefly outline your project plan, including timeline.** (approximately 250 words) **\***

Identify key steps and the dates for their completion.

1. **How will this project:** (approximately 500 words) **\***

* **contribute to your, or your group’s, artistic development?**
* **advance artistic practice?**

Consider the following questions, as applicable: What types of artistic risks will you be taking? Are you exploring a traditional artistic practice in a new way? Will you be using technology or a venue in an innovative way? Does the project involve other areas of artistic exploration or innovation?

1. **If you are hiring artists, explain how you determine the fees to be paid.** (approximately 250 words)

If you are hiring artists, you must pay professional artist fees. This may be governed by industry standards or union rates.

1. **If applicable, how will you ensure safe working conditions for those involved in this project?** (approximately 100 words)
2. **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)
3. **If you were selected to participate in a residency, describe how the residency will contribute to the successful completion of your project. Also describe the registration process, the selection process and whether or not you have been officially accepted.** (approximately 250 words)
4. **If there is anything that has not been asked that is essential to understanding your application, provide it here.** (approximately 250 words)

You may wish to explain specific requirements related to your artistic practice or the regional context in which you work, for example.

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

1. **You are responsible for complying with any regional and/or national public health and travel measures when carrying out activities funded by the Canada Council. If there are currently public health or travel measures that impact your project, describe what precautions you are taking to comply with these measures.** (approximately 250 words)

## BUDGET

1. **Complete the Budget document.** **\***
2. **Grant amount requested \***

Up to $25 000 per year, to a maximum of $50 000 over 2 years (see below).

Most grants are no more than $25 000. Higher amounts are exceptionally awarded to projects that extend beyond 12 months.

This amount must match the requested amount in your completed budget. Do not include expenses that are not eligible in this component.

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

## REQUIRED DOCUMENTS

1. **For residencies, attach a screenshot of a website page or a copy of a letter/email that indicates what the host or partner is providing to support your project.**
2. **If your project involves artistic collaborators, provide their biographies and an agreement or a letter/email that indicates confirmation of their participation. If your project involves community partners, provide a letter/email that indicates confirmation of their involvement.**

## SUPPORT MATERIAL

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

Support material should be your current work/activities with a relationship or relevance to the grant application; it may also 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.