Ottawa

2021 Arts funding program
Application form
Creation and production fund
for professional artists

Deadline:
Monday, January 25, 2021 - 4 p.m.
Late applications will be deemed ineligible.

A. Applicant Information

Discipline

○ Literary arts ○ Music ○ Visual arts
○ Theatre ○ Dance ○ Independent film & video

Area of specialization (For **Visual arts** indicate discipline: Sculpture, Painting, Photography, etc. For **Music** indicate genre: Classical, New World, Popular, Jazz, etc. For **film and video** indicate area of specialization: feature length film, documentary, short, experimental, etc.)

Name

Artist name (if different)

Address of residence (postal boxes not admissible)

Street

City

Postal code

Email

Telephone

How long have you resided in Ottawa?

How many years have you been practicing as a professional artist? (do not include years of training)

HST number (if applicable)

I am applying for:

○ **A grant - $5,500** Mid-career / Established artists

○ **B grant - $4,000** Emerging artists

Project title

Project dates

From (day / month / year) To (day / month / year)

Project summary (50 words max)

You have ▢ words remaining.

Have you previously received a Professional artist grant from the City of Ottawa?

○ Yes   ○ No

If yes, please list the years funding was received

If you have received a grant, have you submitted the required reports?

○ Yes   ○ No   ☐ Included with this application

A. Applicant information

I certify that, to the best of my knowledge, the information provided in this application for funding is true, accurate and complete.

☐ I have read and accept the Terms and Conditions of this program.

☐ I have read the Information for applicants.

☐ I agree to abide by the funding process and the peer assessment committee's decisions.

_____

Print name

_____   _____

Date (yyyy/mm/dd)   Signature required

Municipal Freedom of Information and Protection of Privacy Act

Personal information on this application form is collected under the authority of section 107 of the Municipal Act, 2001 S.O. 2001, C. 25 in accordance with the City of Ottawa Grants and Contributions Policy. The City of Ottawa will use this information in the determination of eligibility and in establishing funding allocation recommendations.

Questions regarding the collection of this information may be addressed to: Portfolio Manager, Cultural Funding, at infoculture@ottawa.ca.

Assessment criteria

Peer assessors will use the following assessment criteria to evaluate your request for funding.

Artistic merit (principal criterion)

- Strength of the proposed body of work and its relationship to previous work
- Strength of artistic vision and goals
- Artistic excellence and innovation
- Technical competence

Artistic impact

- Access to your work by the local community
- Strength of involvement of other artists (where relevant)
- Contribution to the artistic discipline

Effective planning

- Viability of the project (realistic goals, appropriate planning)
- Effective budgeting
- Track record

Before you begin:

- Read the program guidelines and keep them close for easy reference while completing the application.
- Fill out the application form, sign it electronically, answer all questions, and include required documents.
- Do not send any portion of your application or support material by mail.
- Check the deadline date carefully. **Late or incomplete applications will not be considered.**

B. Artistic résumé

Please provide a résumé of your professional career as an artist (**3 pages maximum**). List the following items, with dates:

- arts training, apprenticeship, period of time you were self-taught
- participation in the local arts community through associations, memberships, involvement as a Board member or volunteer, etc.
- professional exhibitions, performances, publications, screenings, etc. of your work indicating the selection process used (curated, evaluated by committee, etc.)
- awards and previous grants received

C. Project description

Artistic merit

1. Please describe the work you intend to create with this funding.
2. How does the proposed work relate to your artistic goals and fit within the overall development of your practice?
3. What is the timeline for this project?

Community impact

4. How will the local arts community/general public have access to your final work or to the developmental process (e.g., exhibition, screening, publication, etc.)?
5. If relevant, how will other people/artists be involved in the creation/production of your work? If applicable, include short bios.

D. Budget
Complete the budget that best applies to your project (D-1 or D-2).

D-1 Creation budget
Your Request

○ A grant $5,500   ○ B grant $4,000

Revenue Please list all other sources of revenue (federal, provincial, municipal, private, etc.)	**Status**	**Amount**
City of Ottawa (this grant application)	○ pending	
	○ confirmed ○ pending	
	○ confirmed ○ pending	
	○ confirmed ○ pending	
Total revenue		

Expenses (estimated)	**Amount**
Artist fees towards the creation of new work (may be applied to living expenses)	
Artistic expenses (materials, etc., if applicable)	

Other expenses (please specify, if applicable)	**Amount**

Total expenses	

Total eligible expenses must be equal to, or greater than, the City of Ottawa funding request amount.

D-2 Production budget - Revenues

Your request

◯ A grant $5,500

◯ B grant $4,000

Revenues

Item	Earned revenue	Status	Amount
1	Admission fees		
2	Instructional fees		
3			
4			
5			

Public sector support

Item	Federal	Status	Amount
6	Canada Council		
7			

Item	Provincial	Status	Amount
8	Ontario Arts Council		
9			

Item	City of Ottawa	Status	Amount
10	City arts funding (this grant application)		
11			

Other sector support and fundraising

Item	Foundations	Status	Amount
12	Community foundation		
13			

Item	Corporate cash sponsorship (please specify)	Status	Amount
14			
15			

Item	Individual donations (please specify)	Status	Amount
16			
17			

Item	Special fundraising projects (please specify)	Status	Amount
18			
19			

Item	Other revenue (please specify)	Status	Amount
20			
21			

Total revenues	

D-2 Production budget - Expenses

Item	Artistic expenses - fees and honoraria (please provide a breakdown)	Amount
22		
23		
24		

Item	Other artistic expenses (please specify)	Amount
25		
26		

Item	Production/Technical (please specify)	Amount
27		
28		
29		
30		

Item	Marketing (please specify)	Amount
31		
32		

Item	Rental (please specify)	Amount
33		
34		

Item	Administration (please specify)	Amount
35	Insurance	
36		

Item	Fundraiser (please specify)	Amount
37		
38		

Item	Other (please specify)	Amount
39		
40		
41		

Total expenses	

Total revenues	
Total expenses	
Surplus/Deficit	

Please note: Total expenses must equal total revenues.

D-2 Production budget - In-kind donations

Item	In-kind donations (please specify) - Volunteer hours are not eligible	Amount
42		
43		
44		
	Total in-kind donations	

Please note: As per CRA regulations, all amounts shown as in-kind revenue must be proven with receipts.

D-2 Production budget - Notes to budget

Where applicable use this table to provide:

- explanations of budget items and revenue sources
- detailed breakdown of expenses and revenues

Line item	Supplementary information

E. Support material

Support material is an essential part of your application and plays a vital role in the jury's assessment. Include examples that relate most closely to the proposed activities. **Complete the support material form.** Please note that total time allotted to review support materials in jury cannot exceed **7 minutes** per application. Please select your support materials with this time constraint in mind. You may submit **digital materials either:**

Option 1:
•   by providing URL links; use E-1. Support material list

Option 2:
•   by packaging and transferring it electronically to infoculture@ottawa.ca. Be sure to include your name in the file; use E-1. Support material list.

Instructions:
•   Clearly name and number digital files so they correspond with support material form

•   All file formats must be compatible with Windows OS (Windows Media Player, VLC media player). QuickTime files are not accepted (no .mov or .aiff)

•   Provide cue instructions such as track numbers or cued start times

•   Test all electronic materials to ensure readability and quality

•   CD and email submissions will not be accepted

Recommend support material for each discipline

Literary arts

Writing
•   Sample of proposed work
         (Prose: max. 20 pages; Poetry: max. 10 pages)

•   Sample of previously published work

Spoken word and storytelling
•   Audio or video recordings of the proposed work

•   Sample script of the proposed work, max. 20 pages

•   Past audio or recordings of your work

Theatre

Playwriting and script development
•   Sample script, max. 20 pages, or synopsis of the proposed work

•   Sample of previously produced script, max. 20 pages

Theatre production
•   Sample of the proposed script, max. 20 pages

•   Audio or video recordings of previous performances/productions

•   Photographs, programs/promotional material and reviews of previous performances/ product

Music
- Three recorded samples of pieces you have composed and/or performed

In addition:
- Songwriters: lyrics for three songs
- Composers: scores for up to three works max. 15 pages
- Concert Productions: recordings or videos, photographs, programs/promotional material reviews of previous productions

Dance
Choreography
- Examples of performed choreography/choreographies
- For established performing artists applying for a first-time creation grant, please provide 3 past performances
- Works in progress

Production
- Recordings, photographs, programs/promotional material and reviews of previous performances/productions
- Examples of the participating artists' work

Independent film and video
Screenwriting and script development
- One previously written script, max. 20 pages.
- A synopsis of up to 20 pages of the work in progress for which you are seeking support
- If applicable, other examples of your work, max. 10 pages per script, to a maximum of 2 additional scripts

For independent filmmakers
- Examples of your previous independent work
- If applicable, cued rough cuts of your new work

For industry sector applicants
- Cued rough cuts of proposed new work
- Samples of projects you have collaborated/worked on, ideally including credits of films

In addition:
- Animation projects: a complete or partial storyboard
- Documentary projects: a complete or partial treatment or visual outline
- Drama Production: a complete or partial script, max. 20 pages
- Experimental: a complete or partial treatment or work in progress

Visual arts

Creation

- 12 digital images of your recent work; in order of oldest to most recent
  AND/OR

- Recordings or documentation of your previous work

Curatorial

- Digital images (up to 12) of past exhibitions that you have curated; in order of oldest to most recent
  AND/OR

- Past excerpts of curatorial texts, max. 20 pages

E-1. Support material list

Support material included	How does this material relate to the proposed programming?
3 links to support material provided below (audio/video max. 3) (images max. 12)	
URL 1	
URL 2	
URL 3	
or files sent via file transfer to email : infoculture@ottawa.ca	
File 1	
File 2	
File 3	
Website URL	

Additional notes may be submitted on a separate page if necessary.

E-2. Support material form for audio and/or video

Name of applicant:

	Item title Track No. & Date Created	Cue Instructions e.g. "Start watching at 2 min. 30 sec."	Brief description of how the support material relates to the proposed activities	Appliant's role in production
ITEM # 1	Title Track No. Date Created (dd/mm/yy)			
ITEM # 2	Title Track No. Date Created (dd/mm/yy)			
ITEM # 3	Title Track No. Date Created (dd/mm/yy)			

Attach additional information on a separate page, if necessary.

E-3. Support material form for digital images

Name of applicant:

Submit a maximum of 12 digital images and complete the table below.

No.	Title	Date (dd/mm/yy)	Medium	Dimensions
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

F. Reporting

All recipients are required to submit a final report detailing how they used the funding awarded to them. This report must be **submitted to and approved by** the CFSU either:

• following completion of the funded activities; or

• twelve months after receipt of the funds; or

• at the time of subsequent application to the program.

Without a Report approved by the CFSU, you will be deemed ineligible for subsequent funding.

To obtain a reporting form, please contact infoculture@ottawa.ca.

G. Self-identification form

What is this questionnaire?

The Cultural Funding Support Unit of the Art and Heritage Development Unit (AHDU) at the City of Ottawa encourages you to complete this voluntary Self-Identification Form to help determine whether our programs, funding allocations and processes are inclusive of Ottawa's diverse communities.

Why do we need this information?

The Cultural Funding Support Section wants to understand the composition of the cultural community, our applicants and our assessors.

Collecting information, and understanding and interpreting the data helps us to:

- remove barriers to funding opportunities
- prioritize applications from Indigenous and equity-seeking communities
- create appropriate policies and programs
- ensure appropriate jury representation
- conduct effective outreach
- incorporate new perspectives and thinking into our operations
- adhere to human rights equity legislation and report on diversity and inclusion

Who will see this information and where will we keep it?

Your self-identification form and its data will be kept separate from your funding application and will only be seen by AHDU staff. The information you provide will be stored securely, and protected and kept confidential under the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 (MFIPPA). Any collected information is reported in aggregate only (i.e. data from large numbers with no names attached to the data).

1. Name

2. Consent: Would you like to participate?

○ No, I prefer not to disclose

○ Yes, I am willing to self-identify (please complete questions below)

3. Do you identify with one or multiple priority groups identified below?

The City of Ottawa recognizes that people identify themselves in many ways. Terms used to self-identify are continually evolving. People can change their identities or the ways they want to identify over time. With this understanding, the City uses terms recommended by community members through various consultations. Select all that apply.

☐ Algonquin Anishinabe Host Nation

☐ First Nations

☐ Inuit

☐ Métis

☐ Francophones

☐ 2SLGBTQIA

☐ Immigrants/Newcomers

☐ People Living in Poverty

☐ People of Colour

☐ People with Visible and Invisible Disabilities

☐ Deaf People

☐ Rural Residents

☐ Seniors/Older Adults

☐ Women+

☐ Youth

☐ Other: _____

H. Checklist

Please include one copy of the following with your application:

A. ☐ **Applicant information** - completed and signed

B. ☐ **Artistic résumé** - maximum 3 pages

C. ☐ **Project description** - all questions answered

D ☐ **Project budget**

D-1. ○ Creation budget **or**

D-2. ○ Production budget

E. ☐ **Support material** - including all related items and forms:

E-1. ☐ Support material list

E-2. ☐ Support material form for audio and/or video - if applicable

E-3. ☐ Support material form for digital images - if applicable

F. ☐ **Reporting** - if applicable

G. ☐ **Self-identification form** - voluntary form only

Deadline: Monday, January 25, 2021 at 4 p.m.

A complete application must be emailed to infoculture@ottawa.ca.

The application must be received by 4 p.m. Late or incomplete applications will not be considered.

Program inquires

For specific information on your submission, or to discuss eligibility, contact:

English literary arts	Marlène Barré
English theatre	marlene.barre@ottawa.ca
French theatre	
French literary arts	Anik Després
	anik.despres@ottawa.ca
Independent film and video	Marie-Christine Feraud
Visual arts	marie-christine.feraud@ottawa.ca
Dance	
Music	Adrija Kličius
	adrija.klicius@ottawa.ca

General Inquiries

For general information or to request an application form, contact infoculture@ottawa.ca.