



CITY OF VANCOUVER

ADMINISTRATIVE REPORT

Report Date: June 15, 2007
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Meeting Date: July 24, 2007

TO: Vancouver City Council

FROM: Co Director, Grants, Awards & Support Programs,
Office of Cultural Affairs

SUBJECT: Arts Partners in Creative Development - 2007 First Deadline Allocation

RECOMMENDATION

THAT Council approve an Arts Partners in Creative Development (APCD) grant of \$83,333 to 2010 Legacies Now, for the first of two 2007 program deadlines, for subsequent distribution to 4 Vancouver arts organizations; source of funds is the 2007 Cultural Grants budget.

GENERAL MANAGER'S COMMENTS

The General Manager recommends approval.

COUNCIL POLICY

In December 2006 City Council authorised staff to enter into a three-year, multi-funder strategic partnership, "Arts Partners in Creative Development" as a way to support the creation and development of new work and approved a City contribution of \$500,000 over three years to the \$6.5 million partnership.

The funding partnership is outlined in a Memorandum of Understanding among all partners dated April 10, 2007.

Approval of grant recommendation requires eight affirmative votes.

PURPOSE

This report recommends approval of a grant to 2010 Legacies Now as the City's contribution to the Arts Partners in Creative Development (APCD) grant program. This funding contributes to a larger pool which is evaluated by the funding partnership with community assessment input and subsequently distributed by 2010 Legacies Now to arts organizations throughout BC. The City's grant is directed to Vancouver arts organizations.

BACKGROUND

The Arts Partners in Creative Development Program is a strategic investment partnership to assist BC arts and cultural organizations to create and develop new works, or further develop existing works, with the intent of producing, presenting or exhibiting them at the highest standard.

With an initial investment of \$6.5 million over three years, successful applicants will develop, create or commission original works in the performing, visual, media and literary arts.

Funding partners for APCD include:

Table 1
Partners and Contribution Levels

FUNDING PARTNER	TOTAL 3-YEAR CONTRIBUTION
City of Vancouver	\$500,000
Vcr. Organizing Committee for the 2010 Olympic & Paralympic Winter Games	\$500,000
Vancouver Foundation	\$1,000,000
2010 Legacies Now (ArtsNow)	\$1,500,000
Province of British Columbia, Ministry of Sport, Tourism and the Arts	\$1,500,000
Canada Council for the Arts	\$1,500,000
Total:	\$6,500,000

The program objectives are:

- To facilitate the creation of a wide range of original artistic work that reflects a high level of creativity and excellence and enhances the vitality of the arts and culture sector in British Columbia.
- To support the development of original work across disciplines that will represent the artistic excellence and diverse cultures of British Columbia to local, national and international audiences.
- To invest in the further development of existing work to achieve the highest artistic standard.
- To foster local, national and international artistic relationships and collaborations that will enhance the creative capacity of BC arts organizations.
- To contribute to the creation and development of an outstanding body of work that will enhance recognition of BC's arts and culture communities nationally and internationally.

The APCD Program Guidelines are attached to this report as Appendix A.

DISCUSSION

Administration of the APCD program is provided by 2010 Legacies Now on behalf of the partnership. The preliminary application deadline for the first of two 2007 APCD grant programs was April 4th with a final submission deadline of May 15th. A copy of the application form is attached as Appendix B.

A Grant Assessment Committee comprised of representatives of the funding partners as well as community peers reviewed and recommended grant requests to a Steering Committee comprised of the senior staff from funding partners. A list of Assessment and Steering Committee representatives is attached to the report as Appendix C.

Of the 73 applications received, 44 were from Vancouver arts organizations, of which 4 were recommended by the Grant Assessment Committee for support. Those not approved for support did not fully meet the program objectives or criteria.

A list of recommended grant recipients will be made available through a joint announcement of the funding partnership.

FINANCIAL IMPLICATIONS

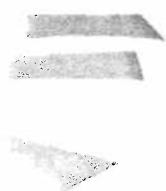
In late 2006, Council approved in principle an annual budget of \$166,667 for 2007, 2008 and 2009 in support of a partnership commissioning program, Arts Partners in Creative Development. The annual amount comprised \$115,000 from the previously existing Civic Commissioning Grant program and \$51,667 from the \$1 million increase to the Cultural Budget in 2007.

Allocation of the recommended \$83,333 to 2010 Legacies Now for subsequent distribution to Vancouver arts organizations as outlined in this report will leave an unallocated balance of \$83,334 which will be applied to the second 2007 deadline (Letter of Intent by Sept, 4th, 2007 and Application by October 15, 2007) for applications to the program.

CONCLUSION

Arts Partners in Creative Development is a critical program which assists arts and cultural organizations in the creation and development of new work which will enhance our existing wealth of artistic and cultural expression, open up touring and exchange possibilities and ensure an artistic legacy from the upcoming showcase opportunities. Vancouver's arts organizations are increasingly competing on a global basis as residents and visitors alike are becoming more sophisticated and demanding in their tastes. These grants assist the sector in producing and exhibiting at the highest of artistic standards.

* * * * *



Arts Partners in Creative Development



Canada Council
for the Arts

Conseil des Arts
du Canada



CITY OF
VANCOUVER



2010
LEGACIES
NOW



2010
LEGACIES
NOW

VANCOUVER 2010
VANCOUVER 2010

PROGRAM GUIDELINES

Description:

The Arts Partners in Creative Development Program is a strategic investment partnership to assist BC arts and cultural organizations to create and develop new works, or further develop existing works, with the intent of producing, presenting or exhibiting them at the highest standard. Partners include the Canada Council for the Arts, the Province of British Columbia, City of Vancouver, Vancouver Foundation, 2010 Legacies Now Society, and the Vancouver Organizing Committee for the 2010 Olympic and Paralympic Winter Games.

Goal:

To contribute to the creation and development of an outstanding body of work that will enhance recognition and create extraordinary legacies for BC's arts and culture communities nationally and internationally.

Objectives:

- To facilitate the creation of a wide range of original artistic work that reflects a high level of creativity and excellence and enhances the vitality of the arts and culture sector in British Columbia.
- To support the development of original work across disciplines that will, through presentation, dissemination and exhibition, represent the artistic excellence and diverse cultures of British Columbia to local, national and international audiences.
- To invest in the further development of existing work to achieve the highest artistic standard.
- To foster local, national and international artistic relationships and collaborations that will enhance the creative capacity of BC arts organizations.

Eligibility Criteria:

- A single organization may apply alone or in collaboration with other arts and cultural organizations. One organization should be designated as the lead applicant.

- The lead applicant must have been in operation for a minimum of two years and fall under one of the following categories:
 - professional arts organization (theatre, dance, music, literary, festivals, interdisciplinary, visual and media arts) that is registered as a non-profit society in the Province of British Columbia;
 - public museum, art gallery or arts and cultural organization registered as a non-profit society in the Province of British Columbia or constituted under a local government authority in British Columbia;
 - arts and cultural organization constituted under a local First Nations' authority in the Province of British Columbia.
- Applicants must have a history of public presentation, exhibition, and/or developing, producing and presenting new artistic work.
- There must be intent on the part of the applicant to present the work publicly beyond creation and development.
- The applicant must have ongoing paid professional artistic leadership and must pay artistic contributors for their services in accordance with generally accepted professional standards. In the case of arts councils, ongoing paid administrative staff is acceptable.
- The applicant must adhere to all terms of the Canadian Copy right Act.
- The lead applicant may commission the work of an individual artist or collective and can involve a partnership/collaboration with other artists or arts organizations. If more than one artist or arts organization is involved, the collective or partnership/collaboration must be clearly defined.
- All artists/arts organizations involved must be, or employ, professional artists. A professional artist is defined as: one who has received basic training in their field (not necessarily at an educational institution), is recognized as such by peers working in the same artistic tradition, actively practices their art form and seeks payment for it, and has a history of public presentation or publication for their work.

Exclusions:

- Individual artists are not eligible to apply.
- Projects receiving an APCD award are not eligible for separate commissioning or development funding from participating funding partners for the same phase or element of the project. Projects not receiving an APCD award may be eligible for project funding from participating funders.
- Awards are not available for final public presentation costs, organizational start-up costs, capital expenditures (construction, renovation, property or equipment

purchase), feasibility studies, budget deficits, for-profit ventures, endowments and general operating costs.

- Awards cannot be used for proposed project expenses prior to submission of the application for funding.
- Artistic, musical and administrative directors and curators may not commission themselves, board members, artists in their regular employment (as defined by Canada Revenue Agency) or members of their immediate families.
- Commissions solicited through an open call or competition are not eligible.
- Civic departments or branches (libraries, community centres), educational institutions, social service, religious or sports organizations are not eligible lead applicants. (See Eligibility Criteria).
- Organizations that do not provide independently prepared financial statements will be considered ineligible for assistance.
- The following discipline-specific exclusions apply:

Literary Arts:

- Research and writing of works of material other than fiction, poetry, drama or creative non-fiction

Media Arts:

- Commissions intended exclusively for commercial theatrical release, prime time television or video/digital games
- Commissions for pilots for commercial or educational television or industrial promotions
- Commissions for instructional works

Museums and Visual Arts:

- Commissions of works for mass reproduction

Music:

- Arrangements of existing works
- Film scores for work intended exclusively for commercial theatrical release, prime time television, or gaming sound tracks
- Scores for pilots for commercial or educational television or industrial promotions.

Maximum Assistance:

Up to 90% of eligible commissioning and development costs to a maximum of \$300,000 can be requested. Although fees for an applicant's Artistic Director are not an eligible expense, they may be used as all or part of the remaining 10%.

Eligible Expenses:

Eligible project expenses include the direct creation costs of the work and those expenses associated with development of the new work through activities such as workshops and readings or creating storyboards or maquettes.

Application Procedure:

A lead applicant may submit one application for each deadline. An application can be for the commissioning and/or development phase or element of a new work. Applicants may only apply once for any given phase of a project. If an applicant receives funding, they must complete that phase or element before re-applying.

An applicant that does not receive funding is eligible to re-apply with the same project one additional time. Applicants are strongly encouraged to contact the APCD office for feedback before re-applying.

Applicants that re-apply with the same project are not required to submit another Letter of Intent, however they must inform the APCD office in writing of their intention to re-apply by the Letter of Intent deadline, September 4, 2007.

The application process is in two parts:

Step One: Letter of Intent

Applicants are required to complete and submit a brief Letter of Intent outlining the proposed project. Letters of Intent can be mailed, emailed or faxed and must be received by 5:00 pm on the day of the deadline. **Please take delivery time into consideration when submitting your Letter of Intent.**

The proposal will be reviewed by the funding partners for eligibility and if the proposal is not considered eligible, the applicant will receive an explanation.

An applicant that is re-submitting a proposal does not need to complete a Letter of Intent form, but does need to inform the APCD office in writing of their intention by the Letter of Intent deadline.

Step Two: Application

An applicant whose Letter of Intent receives approval will be forwarded an application form no later than 4 weeks before the Part Two application deadline. A completed application form and all supporting material must be received at the Arts Partners in Creative Development office by 5:00 pm on the day of the deadline.

Please take delivery time into consideration when submitting your application.

Faxed and emailed applications will not be accepted. Late applications will be returned unopened to the applicant, without exception.

2007 Deadlines:	September 4	Letter of Intent
	October 15	Application Form
2008 Deadline:	March 3	Letter of Intent
	April 17	Application Form
2009 Deadline:	March 2	Letter of Intent
	April 16	Application Form

Adjudication Process:

Adjudication of applications is done in two stages.

The initial stage is by a committee consisting of community peer assessors and staff representatives from the funding partners. Applications will be reviewed based on the evaluation criteria. Separate assessments are done for studio (visual, literary and media) and performing arts.

The second stage is done by a committee, consisting of the funding partners. This stage reviews the recommendations from the first stage based on strategic priorities as outlined in the programs objectives, and final determination of awards is made within available funding allotments.

Applicants will be informed of the results of the adjudication process within three months of the application deadline.

Evaluation Criteria:

- Artistic merit and originality of the proposal
- Degree to which the proposal addresses the program objectives
- Value of collaboration with artists and/or other arts organizations and demonstrated commitment of all parties involved
- Experience and organizational capacity of the lead applicant and partnering organization(s)
- Degree to which the proposal as outlined in the application is complete and artistically and financially achievable
- Potential for the public presentation and dissemination of the work and anticipated impact on local, national and international audiences and artists

Method of Payment:

Payment is usually made in two installments:

- For projects under \$50,000 – a 90% advance at the time of contracting and 10% at the conclusion of the project and acceptance of the final report.

- For projects over \$50,000 – an 80 % advance at the time of contracting and 20% at the conclusion of the project and acceptance of the final report.

However, the evaluation process may determine an alternate payment schedule due to the project work plan and/or the level of award.

Conditions of Assistance:

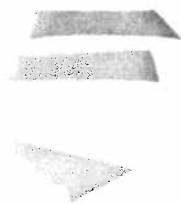
- Awards must be applied to budgeted eligible expenses only and not used for other purposes.
- The applicant will make every effort to secure funding from other sources as indicated in its application. It will keep books of accounts of all receipts and expenditures relating to its activities, and upon request by APCD, make available for inspection by APCD or its auditors all records and books of account.
- If there are any changes in the applicant's activities as presented in the application, APCD must be notified in writing of such changes. In the event the award funds are not used for the applicant's activities as described in the application, they are to be re-paid to APCD in full. If the activities are completed without requiring full use of the APCD funds, the remaining funds are also to be returned to APCD.
- APCD assistance must be appropriately acknowledged in all promotional materials and at all promotional or celebratory events related to the funded activities, in a manner approved by APCD.
- Receipt of one award does not guarantee a future award.
- All recipients will be required to submit a final report.

Confidentiality and Freedom of Information

All information submitted in and with the application is subject to the provisions of the Freedom of Information and Protection of Privacy Act. The information collected will be used in confidence by members of the adjudication committees and by the funding partners within APCD for the sole purposes of evaluation. The names of all applicants, those who are recommended for funding and those who are not, will be made public.

Contact Information:

Arts Partners in Creative Development
#400 – 1095 West Pender Street
Vancouver, BC V6E 2M6
1-866-455-2723
778-327-5199 (fax)
info@artspartners.ca
www.artspartners.ca



Arts Partners
in Creative
Development



Canada Council
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APPLICATION FORM

DEADLINE: May 15, 2007, 5:00 pm (Pacific Daylight Time)
Please review Program Guidelines before completing this application.

Applicant Information

Lead Applicant: _____
Contact Person and Title: _____
Address: _____
Town/City: _____ Postal Code: _____
Email address of contact person: _____
Telephone: _____ Fax: _____
Website address: _____ BC Society Number: _____
Federal Charitable Registration Number (if applicable) _____

Brief Description of the Organization (minimum 11pt font, 50 words maximum):

Brief Description of the Proposed Project (minimum 11pt font, 50 words maximum):

Discipline of Proposed Commission and/or Development:

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Theatre | <input type="checkbox"/> Literary |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Media Arts |
| <input type="checkbox"/> Music | <input type="checkbox"/> Museums |
| <input type="checkbox"/> Visual Arts | <input type="checkbox"/> Inter-disciplinary |
- (specify): _____

Proposed Commission and/or Development (minimum 11pt font)

1. **Project title:**
2. **Form of Proposed Commission and/or Development, and length, if applicable:**
3. **Name(s), role(s) and city of residence of key artist(s) involved:**
4. **Partnering organization(s) and their role (if applicable):**
5. **Please provide:**
 - a) **A full description of the project. (1000 words maximum)**
 - b) **A statement from the organization's artistic director/curator on the significance of the proposed commission and/or development to the lead and partnering organization(s), if applicable. (500 words maximum)**
 - c) **A statement from the artist(s) to be commissioned, if applicable, on the significance of the proposed commission to their practice. (500 words maximum)**
 - d) **If you are working with traditional knowledge, please explain how you have addressed protocols and/or received permissions where required.**
6. **Please provide a detailed timeline of the project including key activities, dates and who is responsible.**
7. **Please provide a plan for the public presentation of the completed work (please note the public presentation of the work is not eligible for APCD funding). Please indicate if any of the plan is confirmed.**

Freedom of Information and Protection of Privacy Act

All information, including any supplementary material (of a personal nature or otherwise) is collected under the Arts Partners in Creative Development program and is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. The information will be used to assess eligibility of program funding and will be shared in confidence with members of the adjudication committee. *The names of successful awards recipients and the amount of the awards will be made public.* For more information on the program please refer to the APCD website – www.artspartners.ca.

Budget Summary

Attach a detailed budget. Include only those expenses related to the direct creation and development costs. Do not include production costs.

Expenses		Notes
	Artist(s) fees	
	Collaborating artist(s) and/or technician(s) fees	
	Visual and Media Arts Commissions: Creation costs (provide details re. materials, supplies, equipment rental, etc)	
	Performing Arts Commissions: Development costs	
	Other costs (specify)	
Total Expenses		\$
Revenues:		Notes: Specify if Pending (P) or Confirmed (C)
	Request from Arts Partners in Creative Development (not to exceed 90% of total)	
	Contribution from your organization: cash	
	Contribution from your organization: in-kind	
	Other Public Sector (specify)	
	Foundations (specify)	
	Private Sector (specify)	
	Other Revenues (specify)	
Total Revenues		\$

Checklist of Attachments:

For a complete application, please include the following items:

- Certificate of Incorporation.
- Most recent board-approved, independently prepared, financial statements for lead and partnering organization(s).
- Organization's detailed commissioning and/or development project budget
- Statements from Artistic Director/Curator, artist/collective, and other partnering organization(s) and artist(s).
- A detailed timeline of the proposal.
- A signed contract or agreement between the commissioning organization(s) and artist(s), if applicable.
- Resumes of artists involved.
- Discipline-specific support material information sheets.
- Board of Directors and Staff list for lead and partnering organization(s).
- One **signed** and complete application form
- Self-addressed stamped envelope for return of support materials (ensure sufficient postage is affixed).

Please note that any information submitted as part of your application will be held as public information.

How to Apply

- Provide one copy of all requested materials on white 8.5"x11" paper, single-sided, using a minimum 11pt font.
- Ensure the applicant's name is on each page (e.g. use a header or footer).
- DO NOT bind the application with staples, cerlox spines, binders, tabs, folios, presentation folders or other means.

Application deadline: May 15, 2007 5:00 pm

Applications and all supporting material must be received at the Arts Partners in Creative Development office by 5:00 pm on the day of the deadline. Faxed and emailed applications will not be accepted. **Please take delivery time into consideration when submitting your application.** Late applications will be returned unopened to the applicant, without exception.

Applications should be sent to:

Arts Partners in Creative Development
400 – 1095 West Pender Street
Vancouver, BC V6E 2M6

Declaration by the Applicant

We certify that:

1. To the best of our knowledge all the information contained in this application and the attachments is true and complete.
2. By applying to Arts Partners in Creative Development we agree that Arts Partners in Creative Development is able to publish our organization's name as an applicant.
3. If successful, within two months of the initiative being complete we will send a report outlining the results to Arts Partners in Creative Development. All or portions of the results may be released publicly by Arts Partners in Creative Development.
4. If successful, the financial records of this initiative will be available for audit and on site inspection by Arts Partners in Creative Development or its designate.
5. If successful, Arts Partners in Creative Development will be given appropriate recognition as a funding partner as per the Guidelines that will be provided in the Contribution Agreement.
6. Information included in this application may be shared among APCD partners

Applications must be received at Arts Partners in Creative Development's offices by 5:00 pm on the deadline day.

Two authorized members of the applying organization must sign the application. **Unsigned applications will not be considered and will be returned.**

Name (please print): _____ Name (please print): _____

Position: _____ Position: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Supporting Information

FOR ALL APPLICANTS

PLEASE COMPLETE THE RELEVANT SUPPORT MATERIAL SHEET ATTACHED

SUBMITTING DIGITAL AND VIDEO SUPPORT MATERIAL

In order to assist the adjudication committee in reviewing applications, all applicants should follow these guidelines for submitting support material using computer-based electronic files on CD-ROM or DVD or using VHS video format. Please note that the support material will be viewed on a projection system during adjudication meetings only.

Digital and video support material must correspond to the following guidelines in order to be made available during adjudication. Excess support material will not be shown during adjudication.

Submit a maximum of 19 35-mm slides **OR** digital images; not a combination of both formats. If submitting in both still and video formats, reduce the total number of slides/digital images submitted to 9 in order to submit a five-minute VHS or DVD.

Please note that DAT format material cannot be reviewed at this time.

Test the material before submitting to make sure that it is readable. It is your responsibility to ensure that all material arrives intact and in a readable format.

- Each CD-ROM, DVD or VHS must be clearly marked with the artist's and applicant's name.
- Submit PC-compatible files only.
- Submit jpg files only.
- Submit 72 dpi files only.
- Label each digital file (image) with a number and title.
- Start the number of the first nine images with a zero (**01**title.jpg, **02**title.jpg...**15**title.jpg) to ensure they are presented chronologically and follow an accompanying image list.
- Do not put any special characters or symbols or quotation mark (#/"&|...) in the file name.
- If submitting support material on video, it must be in VHS or DVD formats only and must total five minutes or less for theatre and visual arts submissions. VHS must be cued.
- If submitting a URL as support material, indicate the preferred browser and version number. You may wish to include a CD-ROM or DVD-ROM version of the Web site as a back-up.
- Do not submit "zipped" or "Stuffit" or other compressed files.
- Do not include hyperlinks to Internet sites with images.
- Do not submit material that requires software, plug-ins, extensions or other executables to be downloaded or installed.
- Do not submit any files by e-mail.

PRINTED SUPPORT MATERIALS

You may include additional printed materials, such as catalogues, promotional documents, testimonials and letters of support as supplementary support material. Please **do not** send press clippings.

ALL SUPPORT MATERIALS

Note: You are responsible for submitting the required support material with the application form. Any support material received after the deadline **will not be considered**.

Only the audiovisual and printed support material will be returned to you. APCD will retain all other material submitted with your application.

Please do not send originals. The APCD are not responsible for the loss or damage, whatever the cause, of any support material.

DANCE SUPPORT MATERIAL SHEET

Please send a maximum of two items in one of the following formats:

- two separate cued VHS videotapes **or**
- both items on one DVD **or**
- two separate cued audio tapes **or**
- both on one CD

Please follow the Submitting Digital and Video Support Material sheet for all applicants regarding acceptable formats and total times. Please label each submitted item with the artist's name. You must explain how the support material submitted relates to the proposed commission.

Item 1

Title: _____

Applicant's credit/role (choreographer, dancer, etc.): _____

Medium (video, audio tape, etc.): _____

Original format (16 mm, VHS, DVD, CD, DAT, etc.): _____

Running time: _____

Presentation format (if different from above):

Completion or recording date: _____ Video standard: VHS DVD

Track number: _____ Time indicator: from _____ to _____

Brief description of how the support material relates to the proposed project:

Special instructions or notes:

Item 2

Title: _____

Applicant's credit/role (choreographer, dancer, etc.): _____

Medium (video, audio tape, etc.): _____

Original format (16 mm, VHS, DVD, CD, DAT, etc.): _____

Running time: _____

Presentation format (if different from above):

Completion or recording date: _____ Video standard: VHS DVD

Track number: _____ Time indicator: from _____ to _____

Brief description of how the support material relates to the proposed project:

Special instructions or notes:

MEDIA ARTS SUPPORT MATERIAL SHEET

Please send a maximum of two items from the following list and label them with the artist's name. Please send complete works, cued to the sections to be viewed or heard, or slide documentation of installations. Do not send excerpts or demo reels. For material submitted in digital format, please follow the formats on the Submitting Digital and Video Support Material sheet for all applicants.

- films - due to limited resources for screening support material, please send video transfers of completed works
- videotapes - one piece per VHS cassette, NTSC, cued; no BETACAM or mini DV
- new media - presentation instructions included, if appropriate
- compact discs
- CD-ROMs
- DVDs - NTSC only
- 35 mm slides or JPGs on CD-19 images maximum, with accompanying list from Visual Arts Support Material sheet

Item 1

Title: _____

Artist's credit/role (director, writer, etc.): _____

Production medium (video, film or new media): _____

Format of support material (VHS, CD-ROM, etc.): _____

Running time (where applicable): _____ Completion or recording date: _____

Synopsis:

Brief description of how the support material relates to the proposed commission:

Special presentation instructions or notes:

Item 2

Title: _____

Artist's credit/role (director, writer, etc.): _____

Production medium (video, film or new media): _____

Format of support material (VHS, CD-ROM, etc.): _____

Running time (where applicable): _____ Completion or recording date: _____

Synopsis:

Brief description of how the support material relates to the proposed commission:

Special presentation instructions or notes:

MUSIC SUPPORT MATERIAL SHEET

Please send recordings of two pieces by the artist proposed for commissioning on one CD or two tracks on two cued audio cassettes: one track per cassette. The support material submitted must represent recent work that has been publicly presented. Include the scores for the recordings, where applicable.

If using digital support material, please read the Digital and Video Support Material Guidelines sheet for all applicants for acceptable formats and times.

DAT format material cannot be reviewed at this time.

Send two recordings of reasonable quality; they need not be professional recordings, but they must present a good rendition of the work.

All CDs and cassettes must be labelled with the name of the composer, titles of the works, year of composition and type of ensemble

Opera/music theatre support material should include at least one example of writing for voice.

List the two recordings of the artist's work below, in the preferred listening order.

RECORDINGS

Provide the information indicated for the two samples of work submitted. Submit one piece per cassette (with tape cued to go), or one CD.

Date of Recording	Title	Composer	Duration	Track Number	Dolby B, C, N/A	Cued Yes/No

VISUAL ARTS SUPPORT MATERIAL SHEET

Submit a total of 19 35-mm slides of recent work by the artist proposed for commissioning, **OR** digital images, not a combination of both formats.

If submitting in both still and video formats, limit the total number of slides/digital images submitted to 9 in order to submit a maximum five-minute VHS or DVD. The VHS must be cued. Please follow the Submitting Digital and Video Support Material sheet for all applicants.

DETAILED DESCRIPTION OF DIGITAL IMAGES (OR SLIDES)

Please do not submit more than 19 digital images in JPG format only or on 35-mm slides. Label all support material with the artist's name, and number the items according to the listings below. If sending slides, indicate the lower left corner when held in the hand for viewing. Please present the works chronologically, from the oldest to the most recent work. If further descriptive information is necessary, include the supplementary details on a separate single page. Such support material must be accompanied by a clear explanation of how it relates to the proposed commission.

CD-ROM, DIGITAL IMAGES (OR SLIDES)

No.	Artist	Title	Date	Medium	Dimensions (H x W x D)	Format (Slide or CD)
01						
02						
03						
04						
04						
05						
06						
07						
08						
09						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

VIDEOTAPES or DVDs

One VHS videotape or DVD may be submitted. It must not exceed a running time of five minutes. It must be cued.

No.	Artist	Title	Year	Running Time	Format
01					

WRITING SUPPORT MATERIAL SHEET

For ALL writing commissions: Literary Arts, Visual Arts, Museums, Theatre (play writing).

Please submit up to a total of 20 numbered pages of a writing sample by the artist to be commissioned. The sample must represent work that has most recently been publicly presented. Please attach a synopsis of the overall work's context.

The sample for play writing may be from produced or un-produced works. The submission of a work-in-progress (if available) may assist in the evaluation.

The writing sample should include no more than 20 numbered pages of manuscript, double-spaced in a minimum 12-point font size. It must be unbound, in black type on one side only of 21.5 x 28 cm (8½ x 11 in.) white bond paper. Please ensure that materials are suitable for photocopying purposes.

In addition to the required 20 pages of writing, a one-page synopsis of the proposed commission must also be submitted. You must explain how the support material submitted relates to the proposed commission.

If the writing commission involves more than one artist, please submit no more than 20 numbered pages of writing combined from all proposed artists.

THEATRE SUPPORT MATERIAL SHEET

Please submit up to 20 numbered pages of a writing sample (produced or un-produced). The submission of a work-in-progress (if available) may assist in the evaluation.

Please send a maximum of two items in one of the following formats:

- two separate cued VHS videotapes **or**
- both items on one DVD **or**
- two separate cued audio tapes **or**
- both on one CD

Please follow the Submitting Digital and Video Support Material sheet for all applicants regarding acceptable formats and total times. Please label each submitted item with the artist and/or performance name. You must explain how the support material submitted relates to the proposed commission.

Item 1

Title: _____

Applicant's credit/role (director, actor, etc.): _____

Medium (video, audio tape, etc.): _____

Original format (16 mm, VHS, DVD, CD, DAT, etc.): _____

Presentation format (if different from above): _____

Running time: _____

Completion or recording date: _____ Video standard: VHS DVD

Track number: _____ Time indicator: from _____ to _____

Brief description of how the support material relates to the proposed project:

Special instructions or notes:

Item 2

Title: _____

Applicant's credit/role (director, actor, etc.): _____

Medium (video, audio tape, etc.): _____

Original format (16 mm, VHS, DVD, CD, DAT, etc.): _____

Presentation format (if different from above): _____

Running time: _____

Completion or recording date: _____ Video standard: VHS DVD

Track number: _____ Time indicator: from _____ to _____

Brief description of how the support material relates to the proposed project:

Special instructions or notes:

INTER-DISCIPLINARY SUPPORT MATERIAL SHEET

Please send a maximum of two items from the following list and label them with the artist's or producing organization's name. Please send complete works, cued to the sections to be viewed or heard, or slide documentation of installations. Do not send excerpts or demo reels.

For material submitted in digital format, please follow the formats on the Submitting Digital and Video Support Material sheet for all applicants.

- films - due to limited resources for screening support material, please send video transfers of completed works – (3/4", VHS-NTSC)
- videotapes - one piece per VHS cassette, NTSC, cued; no BETACAM or mini DV
- new media - presentation instructions included, if appropriate
- compact discs
- CD-ROMs
- DVDs - NTSC only
- 35 mm slides or JPGs on CD-19 images maximum, with accompanying list from Visual Arts Support Material sheet
- URL's with browser preferred and version number

Item 1

Title: _____

Artist's credit/role (director, writer, etc.): _____

Production medium (video, film or new media): _____

Format of support material (VHS, CD-ROM, etc.): _____

Running time (where applicable): _____

Completion or recording date: _____

Synopsis:

Brief description of how the support material relates to the proposed commission:

Special presentation instructions or notes:

PERFORMING ARTS ADVISORY PANEL WERE :

- Nini Baird, Chair
- Robyn Campbell, Dance
- Camyar Chai, Theatre
- Sal Ferreras, Music
- Lucia Frangione, Theatre (withdrew for personal reasons)
- *Leonard George, Theatre (withdrew for personal reasons)
- Leila Getz, Music
- Jaci Metivier, Dance (Theatre)

- Lori Baxter, 2010 Legacies Now
- Robert Kerr, VANOC
- Jeremy Long, Province of BC
- Margeret Specht, City of Vancouver
- Anne Valois, Canada Council for the Arts
- Mauro Vescera, Vancouver Foundation

STUDIO ARTS ADVISORY PANEL WERE:

- Nini Baird, Chair
- Michelle Bjornson, Media/Film
- Elaine Brewer-White, Visual Artist
- *Brenda Crabtree, Visual Artist
- Drew Dennis, Media/Film
- Alma Lee, Literary
- Ron Smith, Literary
- *Connie Watts, Visual Artist

- Lori Baxter, 2010 Legacies Now
- Robert Kerr, VANOC
- Jeremy Long, Province of BC
- Margeret Specht, City of Vancouver
- Pao Quang Yeh, Canada Council for the Arts
- Mauro Vescera, Vancouver Foundation