



CITY OF VANCOUVER

ADMINISTRATIVE REPORT

Report Date: June 15, 2009
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Meeting Date: July 7, 2009

TO: Vancouver City Council

FROM: Director, Grants, Awards & Support Programs,
Cultural Services

SUBJECT: Arts Partners in Creative Development - 2009 Allocation

RECOMMENDATION

THAT Council approve an Arts Partners in Creative Development (APCD) grant of \$170,000 to 2010 Legacies Now, for the 2009 program deadlines, for subsequent distribution to Vancouver arts organizations; source of funds is the unallocated funding from the 2009 Cultural Budget.

GENERAL MANAGER'S COMMENTS

The General Manager recommends approval.

CITY MANAGER'S COMMENTS

The City Manager notes that the APCD partnership is a good example of the leverage benefits made possible by Council's recent reinvestment in arts and cultural activities through increases to the cultural budget which has assisted in attracting new resources from other sources to the benefit of the Vancouver arts and cultural community. The City 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 2009 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 application deadline for 2009 APCD grant programs was April 16, 2009. 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 senior staff from funding partners.

Of the 83 applications received, 47 (57 %) were from Vancouver arts organizations, of which 12 were recommended by the Grant Assessment Committee for support. Those not approved for support did not best meet the program objectives or criteria.

The complete list of recommended grant recipients will be announced at a joint announcement of the funding partnership on July 8th, 2009.

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 recommended allocation of \$170,000, which includes a 2% inflationary increase from the 2008 level, to 2010 Legacies Now for subsequent distribution to Vancouver arts organizations as outlined in this report is to be funded from the commissioning funds in the 2009 Cultural Budget leaving no unallocated commissioning funds in 2009.

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.

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PROGRAM GUIDELINES

(revised January 2009)

1. Description:

The Arts Partners in Creative Development Program is a strategic investment partnership to assist B.C. 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.

2. Goal:

To contribute to the creation and development of an outstanding body of work that will have a significant impact on audiences not only locally but nationally and internationally and have the potential to create extraordinary legacies for B.C.'s arts and culture communities.

3. 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 original work to achieve the highest artistic standard.
- To foster local, national and international artistic relationships and collaborations that will enhance the creative capacity of B.C. arts organizations.

4. Project Evaluation Criteria:

- a) Extraordinary artistic merit and originality of the project
- b) Anticipated outstanding impact on local, national and international audiences and artists
- c) Degree to which the project addresses the program objectives
- d) Prospect for the project to be completed to the highest professional standard
- e) Value of collaboration with artists and/or other arts organizations and demonstrated commitment of all parties involved

- f) Experience and organizational capacity of the lead applicant and partnering organization(s)
- g) Degree to which the project as outlined in the application is complete and artistically and financially achievable

5. Applicant Eligibility Criteria:

- a) A single organization may apply alone or in collaboration with other arts and cultural organizations. One organization must be designated as the lead applicant.
- b) The lead applicant must have been in operation for a minimum of two years and fall under one of the following categories:
 - i. 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;
 - ii. 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;
 - iii. Arts and cultural organization constituted under a local First Nations' authority in the Province of British Columbia.
- c) Applicants must have a history of public presentation, exhibition, and/or developing, producing and presenting new artistic work to professional standards.
- d) 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.
- e) 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.
- f) There must be intent on the part of the applicant to present the completed work publicly beyond creation and development at professional standards.
- g) 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.
- h) The applicant must adhere to all terms of the Canadian Copyright Act.

6. Exclusions – General:

- a) Individual artists are not eligible to apply.
- b) 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.
- c) Lead applicants may not commission their own artistic, musical, or administrative directors; curators or artists in their regular employment (as defined by Canada Revenue Agency); board members or immediate family members.
- d) 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.
- e) Awards cannot be used for proposed project expenses incurred prior to the application deadline date.
- f) Awards are not available to support open calls or competitions. The key artists involved in the project must be identified at the Letter of Intent stage.
- g) Civic departments or branches (libraries, community centres), educational institutions, social service, religious or sports organizations are not eligible lead applicants. (See Applicant Eligibility Criteria in section 5).
- h) Organizations that do not provide independently prepared financial statements will be considered ineligible for assistance.

7. Exclusions - Discipline-specific:

a) *Literary Arts:*

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

b) *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

c) *Museums and Visual Arts:*

- Commissions of works for mass reproduction

d) *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.

8. Maximum Financial 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%.

9. 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. See the FAQs for more information and examples of eligible expenses.

10. 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 for a different phase of the same project.

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.

Step Two: Application

An applicant whose Letter of Intent receives approval will be emailed an application form no later than 4 weeks before Step Two – the 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..

2009 Deadlines:	March 2	Letter of Intent
	April 16	Application Form

11. Re-Application:

An applicant that does not receive funding is eligible to re-apply with the same project one additional time. 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 next Letter of Intent deadline. If the program guidelines change between applications and require additional information at the Letter of Intent stage, the applicant that is re-applying will be notified and asked to provide this information. If the new information does not meet the revised eligibility requirements, the applicant may not move forward to the application stage.

Applicants are strongly encouraged to contact the APCD office for feedback before re-applying.

12. Adjudication Process:

Adjudication of applications is done in two stages.

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

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 program's objectives, and final determination of awards is made within available funding allotments.

Every effort will be made to inform applicants of the results of the adjudication process within three months of the application form deadline.

13. Method of Payment:

Payment is usually made in two installments:

- a) 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.
- b) 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.

14. Conditions of Assistance:

- a) Awards must be applied to budgeted eligible expenses only and not used for other purposes.
- b) 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.
- c) 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.
- d) 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.
- e) Receipt of one award does not guarantee a future award.
- f) All recipients are required to submit a final report.

15. 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, B.C. V6E 2M6

1-866-455-2723
778-327-5199 (fax)
info@artspartners.ca
www.artspartners.ca



Arts Partners
in Creative
Development



Canada Council
for the Arts

Conseil des Arts
du Canada



vancouver
foundation



APPLICATION FORM

DEADLINE: Thursday, April 16, 2009, 5:00 p.m. (Pacific Time)

**Lead Organization's Legal
Name:** _____

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 Proposed Project (minimum 11pt font, 50 words maximum):

Project Title: _____

Start Date of Project: _____ DD/MM/YY

End Date of Project: _____ DD/MM/YY

Requested Amount: \$ _____

Total Project Budget: \$ _____

Organization's operating budget from previous year: \$ _____

Discipline of Proposed Commission and/or Development: _____

Theatre

Literary

Dance

Media Arts

Music

Museums

Visual Arts

Inter-disciplinary _____

Brief Description of the Organization – including its recent history of public presentation and/or performance. (Maximum 250 words, minimum 11pt font,):

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

1. Are you applying for: Commissioning, Development or both.
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. (1,000 words maximum)
 - b) A statement from the organization's artistic director/curator on the significance of the proposed project to the lead and partnering organization(s), if applicable. Address the potential lasting impact the project will achieve. (500 words maximum)
 - c) A statement from the artist(s)/curator(s) to be commissioned, if applicable, on the significance of the proposed commission to their practice. If the artist(s) is resident outside of B.C., please have s/he include a statement on how this collaboration may impact the local arts community and potentially have a national and/or international impact. (500 words maximum)
 - d) Resumes for key artist(s)/curator(s) to be commissioned.
 - e) If you are working with traditional knowledge, please explain how you have addressed protocols and/or received permissions where required. If you are not working with traditional knowledge but still require permissions, please explain how you have received permissions and provide evidence of the permissions.
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 and whether there are plans to extend the life of the work through remounting, touring, circulation, etc. (Please note the public presentation of the work is not eligible for APCD funding). Does the work have the potential to secure additional recognition provincially, nationally and/or internationally? Please indicate if any of the presentation 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 applicants and the level of funding 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 or presentation expenses.

Artist fees should be considered in accordance with generally accepted professional standards. For more information please contact the following organizations:

- American Federation of Musicians: www.afm.org/
- Canadian Actors Equity Association: www.caea.com
- Canadian League of Composers: www.clc-lcc.ca
- Canadian Alliance of Dance Artists: www.cadadance.org
- Professional Writers Association of Canada: www.pwac.ca
- CARFAC (Canadian Artists Representation/Le front des artistes canadiens): www.carfac.ca
- Playwrights Guild of Canada: www.playwrightsguild.ca

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 eligible expenses)	\$	
	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.
- Board of Directors and Staff list for lead and partnering organization(s).
- A signed contract or evidence of an agreement between the commissioning organization(s) and artist(s) for the project, if applicable.
- 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.
- Resumes of artists, curator(s) and key participants.
- Discipline-specific support material information sheets.
- One **signed** and complete application form.
- Self-addressed stamped envelope for return of support materials (ensure sufficient postage is affixed). We recommend that you provide an Express Post envelope with sufficient postage to ensure the safe return of support materials. For more information please go to:
<http://www.canadapost.ca/business/offerings/xpresspost/can/default-e.asp>. If you do not use Express Post or a courier service, please ensure that you do not affix postal machine printed stamps as they expire within a couple of days of printing.

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: April 16, 2009, 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. **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.

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: _____

Support Material

INFORMATION FOR ALL APPLICANTS – DO's & DON'T's

The review of support material is an essential element in the adjudication process. Each applicant's support material is viewed by the adjudication committee during the meetings so it's important that you submit material that shows your organization in its best light. Equally important is the need to explain the relevance of the support material to your proposed project.

DISCIPLINE - complete the relevant support material sheet for your discipline. If your project is multi-disciplinary, note the quantity requirements in the guidelines below.

DO's

- Test the material before submitting to ensure that it is readable. It is your responsibility to ensure that all material arrives intact and in a readable format.
- Provide a brief explanation outlining why this support material is relevant to your project.
- Submit material that represents recent work that has been publicly presented.
- Include letter(s) of support for your project if desired.
- Clearly label each support item with the applicant and artist name(s), excerpt number and title.
- Stick to the requested quantity and duration for support materials. Excess materials will not be shown during adjudication.
- For moving images (dance, theatre, media arts, etc.) - submit DVD, CD, VHS formats only
- VHS videotape – ¾", NTSC - VHS must be cued.
- Film – transfer to VHS videotape and cue for viewing.
- Moving images – each item must not exceed five minutes in duration.
- Still images - submit up to 19 digital images.
- Multi-disciplinary - if submitting both still and moving image items (e.g. multi or interdisciplinary), reduce the total number of still images to nine, and provide one moving image item.
- Submit PC-compatible files only.
- Submit jpg files only.
- Submit 72 dpi files only.
- For URL support material, clearly indicate the preferred browser and version number. It is recommended that you include a CD or DVD version of the web site as a back-up.
- A limited amount of promotional material, testimonials and related documentation is allowable.
- Support material must be submitted with your application. Any support material received after the application deadline will not be shown.

DON'T's

- Do not submit excess support material as it will not be shown during adjudication.
- 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 put any special characters or symbols or quotation mark (#/"&|...) in the file name.
- Do not submit any files by e-mail.
- Do not submit Betacam, mini DVD, film, 35mm slides or DAT format material.
- Do not send press clippings or demo reels.

- Do not send originals. APCD is not responsible for the loss or damage, whatever the cause, of any support material.

Return of material - only the audiovisual and non-promotional print material will be returned to you. APCD will retain all other material submitted with your application. Please include a self addressed envelope with sufficient postage with your application for return of support material. We recommend that you provide an Express Post envelope with sufficient postage to ensure the safe return of support materials. For more information please go to:
<http://www.canadapost.ca/business/offerings/xpresspost/can/default-e.asp> . If you do not use Express Post or a courier service, please ensure that you do not affix postal machine printed stamps as they expire within a couple of days of printing.

SUPPORT MATERIAL SHEET - DANCE

- Submit a maximum of two items in one of the following formats:
 - two items on one DVD, CD or VHS (cued)
 - two separately cued items on a VHS videotape
- Total time for each item not to exceed five minutes.
- Refer to the Information for All Applicants page for specific requirements details regarding acceptable formats, labeling for each submitted item with the artist's name.

Briefly describe how the support material relates to the proposed project:

Item 1

Title: _____

**Artist(s) credit
(choreographer, dancer,
etc.):** _____

**Medium (DVD, CD,
VHS):** _____

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

Running time: _____

**Presentation or
recording date:** _____

Track number: _____ **Time indicator:** _____ to _____
from _____

Special instructions or notes:

Item 2

Title: _____

**Artist(s) credit/role
(choreographer, dancer, etc.):** _____

**Medium (DVD, CD,
VHS):** _____

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

Running time: _____

**Presentation or
recording date:** _____

Track number: _____ **Time** _____ **to** _____

indicator:
from _____

Special instructions or notes:

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SUPPORT MATERIAL SHEET - THEATRE

- Submit a maximum of two items in one of the following formats:
 - two items on one DVD, CD or VHS (cued)
 - two separately cued items on a VHS videotape
- Total time for each item not to exceed five minutes
- Up to a total of 20 numbered pages of a writing sample of a recent, publicly presented work by the artist(s) to be commissioned. Please include a brief synopsis of the overall work's context.
- For photocopying purposes, the writing sample must be unbound, in black type, double spaced, 12 point font size, one side only of 21.5 x 28 cm (8½ x 11 in.) white bond paper, pages numbered.
- Refer to the Information for All Applicants page for specific requirements details regarding acceptable formats, labeling for each submitted item with the artist's name.

Briefly describe how the support material relates to the proposed project:

Item 1

Title: _____

**Artist(s) credit
(director, actor, etc.):** _____

**Medium (DVD,
CD, VHS):** _____

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

**Running
time:** _____

**Presentation or
recording date:** _____

**Track
number:** _____ **Time
indicat
or:** _____ **to** _____
from _____

Special instructions or notes:

Item 2

Title: _____

**Artist(s) credit/role
(director, actor, etc.):** _____

**Medium (DVD,
CD, VHS):** _____

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

**Running
time:** _____

**Presentation or
recording date:** _____

**Track
number:** _____ **Time
indicat
or:** _____ **to** _____
_____ **from** _____

Special instructions or notes:

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SUPPORT MATERIAL SHEET – MUSIC

- Submit a maximum of two items in one of the following formats:
 - CD
 - DVD
- Total time for each item not to exceed five minutes
- Include scores for the musical selections where applicable.
- Opera/musical theatre material should include at least one example of writing for voice.
- Refer to the Information for All Applicants page for specific requirements details regarding acceptable formats, labelling for each submitted item with the artist's name.

Briefly describe how the support material relates to the proposed project:

Item 1

Title: _____

**Artist(s) credit/role
(composer, artist(s), etc.):** _____

**Medium (DVD,
CD):** _____

**Original format (DVD,
CD, DAT, LP):** _____

Running time: _____

**Presentation or
recording date:** _____

Track number: _____ **Time** _____ **to** _____
indicator:
from _____

Special instructions or notes:

Item 2

Title: _____

**Artist(s) credit/role
(composer, artist(s) etc.):** _____

**Medium (DVD,
CD):** _____

**Original format (DVD,
CD, DAT, LP.):** _____

Running time: _____

**Presentation or
recording date:** _____

Track number: _____

Time _____ **to** _____

indicator:

from _____ **to** _____

Special instructions or notes:

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SUPPORT MATERIAL SHEET - VISUAL ARTS, MUSEUMS

- Submit a maximum of 19 still digital images.
- If submitting both still and moving image formats, reduce the total number of still images to nine, and provide one moving image excerpt of less than five minutes in length.
- Label all support material.
- Present the works chronologically, from the oldest to the most recent work.
- Refer to the Information for All Applicants page for specific requirements details regarding acceptable formats, labeling for each submitted item, length of excerpts, etc.

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

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STILL IMAGES – CD, DVD

No.	Artist	Title	Date	Medium	Dimensions	Format
01						
02						
03						
04						
05						
06						
07						
08						
09						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Moving Images – DVD, VHS, CD

No.	Artist	Title	Year	Cue, Track#	Running Time
01					

Special instructions or notes:

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SUPPORT MATERIAL SHEET - WRITING

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

- A one-page synopsis of the proposed work by the artist(s) to be commissioned.
- Up to a total of 20 numbered pages of a writing sample of a recent, publicly presented work by the artist(s) to be commissioned. Please include a brief synopsis of the overall work's context.
- For photocopying purposes, the sample(s) must be unbound, in black type, double spaced, 12 point font size, one side only of 21.5 x 28 cm (8½ x 11 in.) white bond paper, pages numbered.
- Refer to the Information for All Applicants page for specific requirements details regarding acceptable formats, labeling for each submitted item with the artist's name.

Briefly describe how the support material relates to the proposed project:

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SUPPORT MATERIAL SHEET – MEDIA ARTS

Please send a maximum of two items from the following list.

Moving images:

- Two items on one DVD, CD or VHS (cued)
- Two separately cued items on a VHS videotape
- Film – transfer items on film to VHS (cued)
- Total time for each item not to exceed five minutes
- URL - clearly indicate the preferred browser and version number. It is recommended that you include a CD or DVD version of the web site as a back-up.

Still images (if appropriate):

- Submit a maximum of 19 still digital images.
- If submitting both still and moving image formats, reduce the total number of still images to nine, and provide one moving image excerpt of less than five minutes in length.
- Refer to the Information for All Applicants page for specific requirements details regarding acceptable formats, labeling for each item, combination of still and moving images.

Briefly describe how the support material relates to the proposed project:

Item 1

Title: _____

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

Medium (DVD, CD, VHS): _____

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

Running time: _____

Presentation or recording date: _____

Track number: _____ **Time indicator:** _____ to _____
from _____

Special instructions or notes:

Item 2

Title: _____

**Artist(s) credit
(director, artist(s) etc.):** _____

**Medium (DVD,
CD, VHS):** _____

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

**Running
time:** _____

**Presentation or
recording date:** _____

**Track
number:** _____

**Time
indicat** _____ to _____

or:
from _____

Special instructions or notes:

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SUPPORT MATERIAL SHEET - INTER-DISCIPLINARY

Moving images:

- Two items on one DVD, CD or VHS (cued)
- Two separately cued items on a VHS videotape
- Total time for each item not to exceed five minutes
- URL - clearly indicate the preferred browser and version number. It is recommended that you include a CD or DVD version of the web site as a back-up.

Still images:

- Submit a maximum of 19 still digital images.
- If submitting both still and moving image formats, reduce the total number of still images to nine, and provide one moving image excerpt of less than five minutes in length.
- Refer to the Information for All Applicants page for specific requirements details regarding acceptable formats, labeling for each item, combination of still and moving images.

Briefly describe how the support material relates to the proposed project:

MOVING IMAGES

Title: _____

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

Medium (DVD, CD, VHS): _____

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

Running time: _____

Presentation or recording date: _____

Track number: _____ **Time indicator:** _____ to _____
from _____

Special instructions or notes:

STILL IMAGES – CD, DVD

No.	Artist	Title	Date	Medium	Dimensions	Format
01						
02						
03						
04						
04						
05						
06						
07						

MUSIC

Briefly describe how the support material relates to the proposed project:

Item 1

Title: _____

Artist(s) credit/role
(composer, artist(s), etc.): _____

Medium (DVD,
CD): _____

Original format (DVD,
CD, DAT, LP): _____

Running time: _____

Presentation or
recording date: _____

Track number: _____ Time
indicator: _____ to _____
from _____

Special instructions or notes: