



## 2010 Music Creators and Composers Program Guidelines

**Application Deadline: October 4, 2010**

---

Please read the program guidelines before completing this application form. The applicant must ensure that all required information is provided. Use the enclosed checklist to verify that your application is complete.  
Late or incomplete applications will not be accepted.

### DESCRIPTION OF PROGRAM

Toronto Arts Council's Music Creators and Composers Program provides support to practicing professional music creators and composers for the creation of new works of music in **all** genres. Funds of up to \$5,000 will be awarded to cover the direct costs of creation, including subsistence (i.e. basic living expenses such as rent, utilities, food, etc.) and project costs (e.g. the cost of copying and preparing performing parts, etc.).

Applicants may request the major portion of the funding for either subsistence or project costs, depending on their needs. **Recording expenses are not eligible.**

### VALUE OF GRANT

Up to \$5,000.

### ELIGIBILITY CRITERIA

Applicants must be professional artists and have maintained an independent practice for at least one year. A professional artist is defined as someone who has completed her/his basic training (not necessarily in a formal educational institution). Undergraduate students are not eligible to apply. Professional artists who are pursuing graduate studies may not apply for work related to their degree.

Applicants must be Canadian Citizens **or** Permanent Residents (Landed Immigrants) **or** have an application pending for Permanent Resident status and, if requested, be able to provide documentation to verify this.

Applicants must be current residents of the City of Toronto and must have lived in the City for at least one year prior to the deadline of October 4, 2010. **A Post Office Box address cannot be used to meet the residency requirement.**

Grants are for the creation of original musical work. If you are applying for the arrangement of an existing work, you must clearly explain how this will result in a new work of music.

Collaborative projects are eligible. Co-applicants are subject to the same eligibility criteria as primary applicants.

### EXCLUSIONS

This program does not fund:

- **Recording projects**
- Manufacturing, distribution or promotion
- Purchase of equipment, computer software, instruments, etc.
- Travel, touring
- Professional development, training or study

### ASSESSMENT

Funding is awarded on a competitive basis by an independent jury of peers. Jurors are practicing music artists and arts professionals selected on the basis of their familiarity with and specialized expertise in a broad spectrum of artistic practices. Jury members are also selected to reflect diversity of gender and cultural communities.

The jury makes artistic assessments based on the applicants' past and proposed work within the context of each competition. As the jurors and the applications change with each competition, a jury's assessment of relative artistic merit will also vary. Unsuccessful applicants may succeed with another jury.

Jury deliberations are confidential and there will be no disclosure of jury proceedings or comments made during the adjudication.

**The decisions of the jury are final.** There is no procedure for appealing the jury's decision; however, Toronto Arts Council welcomes comments or suggestions about any of its programs.

### APPLICATION PROCESS

Applicants are required to complete the Music Creators and Composers Application Form and submit the requested support material. The form and the support material are essential to the evaluation process.

Applicants should complete the Application Form as accurately as possible, adding separate sheets where

necessary and taking careful note of any additional material required under the various headings. Several attachments are requested in this Application Form, such as a proposed use of grant description including a detailed description of your creative process, an artist resume or curriculum vitae, a budget, etc. Each section must be complete when the application is submitted and the application must be signed.

**Applicants must submit one original plus five copies of their application**, including the Application Form and the written attachments in the order that they are requested. Each copy must be collated and fastened with a secure paper clip; **do not bind or staple**. Only one set of support material is required.

Applications must be received at Toronto Arts Council no later than 5:00 PM on the application deadline, and are accepted earlier.

It is the applicant's responsibility to ensure that her/his application is complete and on time. Late or incomplete applications will not be accepted. Toronto Arts Council does not accept applications submitted by e-mail or fax.

#### **SUPPORT MATERIAL:**

For the jury process, support material is the most important part of the application. The jury process is largely based on the review of examples of applicants' previous work and/or current works in progress.

Applicants must submit 2 or 3 examples of their work on CD or audio cassettes. In addition to CDs and audio cassettes, you may also include scores. Do not send more than 3 CDs or audio cassettes; the jury will only consider the number specified. Please ensure that support material is cued and labeled.

Due to the number of applications submitted to this program, the jury will normally listen to 10 minutes of support material per applicant. Therefore, works may not be heard in their entirety.

While applicants may choose to include a selection of work based on their complete body of work, emphasis on recent work is usually best. Also, when selecting support material, the applicant should choose work that relates to their proposed project.

Do not send original material or photographs. Toronto Arts Council is not responsible for lost or damaged support material.

After the adjudication, applicants will be able to collect their support material from Toronto Arts Council by the date stated in the notification of results letter. Any support material not collected by this date will be discarded.

#### **NOTIFICATION**

Applicants to the Music Creators and Composers program will be notified of the results of their requests, in writing, approximately three months after the application deadline. Results will not be given over the telephone.

#### **CONDITIONS OF FUNDING**

Grant recipients are required to file a report on their projects. Applications for future grants will not be considered unless reports on previous grants have been received and approved by Toronto Arts Council.

Grants may only be used for the purposes outlined in the application. Changes to the scale of the project and activities must be reported promptly to Toronto Arts Council.

Grant recipients are required to acknowledge the support of Toronto Arts Council in all written materials relating to the activities for which funds are granted.

#### **DECLARATION OF NON-DISCRIMINATION**

The City of Toronto requires that all organizations and individuals adopt a policy of non-discrimination as a condition of receiving a grant or other support from the City.

**PLEASE NOTE:** Grant recipients are required to maintain adequate accounting records as to the receipt of funds received by Toronto Arts Council. A T4A form will be issued by Toronto Arts Council and should be retained for income tax purposes.

#### **FURTHER INFORMATION**

For further information on the Music Creators and Composers Program, contact Music Officer Christy DiFelice at 416-392-6802 ext 202.



## 2010 Music Creators and Composers Program APPLICATION FORM

### SECTION A: APPLICANT IDENTIFICATION

1. **Principal Applicant Name:** Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
*If application is successful, cheque will be payable to principal applicant name as it is written here.*

**Co-Applicant:** (if applicable) Last Name \_\_\_\_\_ First Name \_\_\_\_\_

2. **Principal Applicant's Permanent Address** (home or artist's studio; no PO boxes):

\_\_\_\_\_  
Suite/Apartment      Number and street name      Postal Code (Postal Code must start with **M**)  
Telephone: Home: (    ) \_\_\_\_\_ Studio/Office: (    ) \_\_\_\_\_  
Fax: (    ) \_\_\_\_\_ E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

3. **Citizenship:**  Canadian Citizen  Permanent Resident (Landed Immigrant)

Application for Permanent Residence status has been submitted and is being considered.

4. I am a permanent resident of the City of Toronto and have been for at least one year prior to the application deadline:

Yes  No

5. It has been at least one year since I was a full-time undergraduate student:  Yes  No  Not Applicable

6. Previous Recipients: Have you received a previous grant through TAC's Music Creators and Composers Program?

No  Yes Year: \_\_\_\_\_ **Project Report:**  Previously submitted  Enclosed

*This application will not be accepted if you have an outstanding project report.*

### SECTION B : PROJECT INFORMATION

1. **Project Title:** (Please choose a working title if none exists.)

2. **Project Description:** (*maximum 40 words*) Completing this section is a requirement. Do not direct us to another section of your application. Please identify the music genre in which you are working within the description

3. **Grant Request:** \$ \_\_\_\_\_ (*Up to a maximum of \$5,000. This amount must also appear in your project budget.*)

4. **Period to be covered by this grant:** From \_\_\_\_\_ to \_\_\_\_\_

## SECTION C: PROPOSED USE OF GRANT

On 1-2 attached sheets (white, 8.5" x 11" paper, one side only) briefly describe how you intend to use a grant from TAC (the grant may **NOT** be used for professional development projects, study in Canada or abroad, travel, recording or purchase of equipment.)

- Indicate the number of works to be composed, approximate length and instrumentation
- Describe the style of your music
- Describe your creative process and outline your musical ideas
- Indicate your plans for the proposed original works of music (live performance, recording, to develop new repertoire, etc.)
- Provide names of musicians, singers, participants involved in the project
- How does the proposed work relate to your overall practice

## SECTION D: ARTIST RÉSUMÉ OR CURRICULUM VITAE

Attach an artist résumé or curriculum vitae (maximum 3 pages) that clearly outlines your professional musical experience to date. Include the following information:

- Provide details on your musical training/education
- Indicate the number of years you have been composing
- Provide a select list of your own compositions indicating whether the work is recorded or not. Also indicate the year in which the work was created.
- If applicable, indicate instrument(s) you play

## SECTION E: BUDGET

On 1-2 attached sheets (white, 8.5" x 11" paper, one side only) provide a budget summary indicating your proposed project expenses and revenues (anticipated sources of funding.) Your budget should be balanced, i.e. the expenses must equal the revenues. Indicate which revenues are confirmed and which are pending, if applicable. Note that TAC cannot fund retroactively, i.e. a grant cannot be used to reimburse you for costs you have already incurred.

Expenses may include costs of subsistence (i.e. basic living expenses which might include rent, utilities, food, etc.). It is not necessary to provide a breakdown of your subsistence expenses; just include the cost per month or per week. Other expenses include costs related to copying and preparing performing parts and costs that relate to the resources required for you to create your music. If you budget to hire musicians or rent equipment, you must explain how these resources are integral to your creative process. Please include this information in your project description.

## SECTION F: SUPPORT MATERIAL LIST

Applicants must submit 2 or 3 examples of their work, preferably on CD. TAC will accept audio cassettes if they are cued, one track per cassette. In addition to CDs/audio cassettes, you may also include scores and lyric sheets. Do not send more than 3 CDs/audio cassettes; the jury will only consider the number specified. Please ensure that support material is cued and labeled. **It is your responsibility to ensure that all audio support material to Toronto Arts Council will play/function properly.**

Note that due to the number of applications submitted to this program, the jury will normally review 10 minutes of support material per applicant. Therefore, works may not be heard in their entirety.

While applicants may choose to include a selection of material based on their complete body of work, emphasis on recent compositions is usually best. Also, when selecting support material, the applicant should choose work that relates to their proposed project.

Do not send original material or photographs: Toronto Arts Council is not responsible for lost or damaged support material.

After the adjudication, applicants will be able to collect their support material from Toronto Arts Council by the date stated in the notification of results letter. Any support material not collected by this date will be discarded.

**DO NOT INCLUDE THIS PAGE IN YOUR COPIES**

## SECTION F: SUPPORT MATERIAL

Support material is an essential part of your application because the jury relies heavily on this material when making its decisions. The jury reviews over one hundred applications. Therefore, the support material is extremely important and should not be an afterthought.

You must submit recordings of two or three different pieces that clearly illustrate your work as a composer/songwriter. The recordings must be of good technical quality because the jury makes its assessment of artistic quality by listening to the submitted recordings.

List your recordings in the order that you want them to be presented.

### Recording # 1

Title:

Composer/songwriter:

Date of composition:

Running Time:

Studio, producer, date of recording:

Performers:

Accompanying scores  Yes  No

Brief description of how this piece of music relates to the proposed project:

CD Track number: \_\_\_\_\_ Time indicator: from \_\_\_\_\_ to \_\_\_\_\_ Audio cassette Cued  Yes  No

### Recording # 2

Title:

Composer/songwriter:

Date of composition:

Running Time:

Studio, producer, date of recording:

Performers:

Accompanying scores  Yes  No

Brief description of how this piece of music relates to the proposed project:

CD Track number: \_\_\_\_\_ Time indicator: from \_\_\_\_\_ to \_\_\_\_\_ Audio cassette Cued  Yes  No

### Recording # 3

Title:

Composer/songwriter:

Date of composition:

Running Time:

Date of composition:

Studio, producer, date of recording:

Performers:

Accompanying scores  Yes  No

Brief description of how this piece of music relates to the proposed project:

CD Track number: \_\_\_\_\_ Time indicator: from \_\_\_\_\_ to \_\_\_\_\_ Audio cassette Cued  Yes  No

## SECTION G: DECLARATION

### Declaration of Non-Discrimination Policy:

The City of Toronto requires that all organizations and individuals adopt a policy of non-discrimination as a condition of receiving a grant or other support from the City. Please note that this requirement does not restrict artistic content in any way.

I hereby declare that I will uphold non-discrimination policies on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, age, marital status, family status, receipt of public assistance, political affiliation, disability or level of literacy in any business that I conduct regarding this project. I understand that this requirement does not restrict artistic content in any way.

In signing this application I certify that:

I have read and agree to all of the regulations, terms and conditions outlined in the Program Guidelines.

I am the artist named in the application and to the best of my knowledge the information provided herein is true.

I have full creative and financial control over the work for which I am requesting support.

I currently maintain a residence or an artist's studio in the City of Toronto, and have done so for at least 1 year prior to the deadline date.

I understand that jury deliberations are confidential and there will be no disclosure of jury proceedings or comments made during the adjudication.

I understand that jury decisions are final and cannot be appealed.

I agree that Toronto Arts Council is not responsible for loss or damage to support materials however caused.

I consent to the release of information in this application and in any reports submitted under these terms, to other government granting agencies to which the applicant has applied, and to the TAC jurors.

Principal Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Applicant Signature (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Applicants must submit six (6) copies of their application, including this Application Form and the written attachments in the order that they are requested. Each copy must be collated and fastened with a secure paper clip; **do not bind or staple**. Only one set of support material is required.

**Complete application packages should be submitted before 5:00 pm on October 4, 2010**

**Toronto Arts Council  
141 Bathurst Street, #101  
TORONTO, ON  
M5V 2R2**

**Applications may not be submitted by fax or email.**

**If you have questions, contact**

**Music Officer Christy DiFelice at 416-392-6802 ext 202.**

# CHECKLIST

## 2010 MUSIC CREATORS AND COMPOSERS PROGRAM

Please check each item to indicate compliance with the requirement. Incomplete applications will not be accepted.

- [ ] You have read the 2010 Music Creators and Composers Guidelines. All applicable sections of the application form have been filled in and you have attached the additional written materials required under the various headings. All attachments are printed on white 8.5" x 11" paper, one side only.
- [ ] You have attached Section C: Proposed Use of Grant (maximum 2 pages.)
- [ ] You have attached Section D: Artist Résumé or Curriculum Vitae (maximum 3 pages.)
- [ ] You have attached Section E: A balanced budget summary (maximum 2 pages) indicating which revenue sources are confirmed and which are pending.
- [ ] You have read and signed the declaration section of the application form.
- [ ] You currently maintain a residence or an artist's studio in the City of Toronto, and have done so for at least one year prior to the deadline date.
- [ ] You are either a Canadian Citizen or a Landed Immigrant (Permanent Resident) or your application for Permanent Residence status has been submitted and is being considered and, if requested, you are able to provide documentation to verify this.
- [ ] You have completed your basic training (not necessarily in a formal educational institution) and have maintained an independent practice for at least one year. You are not an undergraduate student.
- [ ] You have indicated the level of grant support for which you are applying.
- [ ] If you are a previous Music Creators and Composers recipient, you have submitted a report on your previous project.
- [ ] You have read the Support Material section in the Program Guidelines and included examples of your previous work in support of your application. You have not included original material and understand that Toronto Arts Council is not responsible for loss or damage of any material sent in support of your application. You have included one set of your support material as specified in the Application Form and have completed Section F of the Application Form.
- [ ] You have cued and labeled your support material with your name and title of piece.
- [ ] You have included six copies of your application (the original plus 5 copies.) Your submission includes the Application Form and the written attachments. Your application and copies are in the following order: Section A: Confidential Identification (**with your original application only**), Section B: Project Information, Section C: Proposed Use of Grant, Section D: Artist Resume or Curriculum Vitae, Section E: Budget, Section F: Support Material, Section G: Declaration (**with your original application only**). You have collated and fastened each copy with a secure paper clip. You **have not** stapled or bound your application or copies.

**YOU ARE NOW READY TO SUBMIT YOUR APPLICATION**

**SUBMIT ONLY ONE COPY OF THIS CHECKLIST AS THE LAST PAGE OF YOUR ORIGINAL APPLICATION**