



# EXPLORE AND CREATE:

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## Concept to Realization

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The **Concept to Realization** component of *Explore and Create* supports the full creative cycle - from the initial idea through to presentation, at any stage of the creative continuum. Canadian artists, artistic groups and arts organizations can apply to create projects intended for presentation. Grants provide support for artistic research, creation, project development, remounts, production post-production and presentation.

This component awards:

- project grants for single activities
- composite grants that encompass several activities during the same time period.

Individuals who are Deaf or who have disabilities, including those living with mental illness, and require accommodation at any stage of the application process may be eligible for [additional assistance](#).

Grant type - [project](#) or [composite](#)

Deadline and Notification of results - consult the [Deadlines and Notifications of results page](#)

Grant amount

- Project requests - up to \$60 000, exceptionally up to \$100 000 (see below)
- Composite requests - up to \$60 000 per year, exceptionally up to \$100 000 (see below) (to a maximum of \$300 000 over 3 years)

Most grants are no more than \$60 000 (or \$60 000 per year for composite grants). Higher amounts may be considered for activities that have elevated costs due to the duration of the project, number of people involved, and/or technical or other requirements related to the artistic practice.

Application limits

- You can apply to this component twice per year (1 March - 28/29 February), but only 1 request can be for a composite grant
- For project requests - each year (1 March - 28/29 February) you can receive grants totalling a maximum of \$100 000
- You cannot hold more than 1 composite grant from Concept to Realization at a time.

There are [limits on the number of applications you can submit](#) to the Canada Council for the Arts per year.

### **I want to apply - what else do I need to know?**

If you have not already done so, you must register in the [portal](#) at least 30 days before you want to apply.

### **APPLICANTS - who can apply**

Types of potential applicants to this component include:

- artists
- artistic groups and collectives
- artistic organizations
- visual arts publishers

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

To be eligible for a composite grant, you must have received at least 2 Canada Council project grants in the last 5 years. This excludes grants from the following components and programs: *Professional Development, Small-Scale Activities, Travel, Representation and Promotion, Digital Strategy Fund, Leadership for Change: Grants to Organizational Development, Flying Squad, and Visiting Foreign Artists.*

Organizations presently receiving core (operating) grants cannot apply to this component.

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

### **ACTIVITIES - what you can apply for**

Support for creative research, project development, creation and production that result in:

- public presentation
- publication
- exhibition
- media arts and digital arts productions ready for dissemination
- artist books and self-publishing practices (for visual arts publishers)

**You can't apply for** activities that occur before your project start date, those that receive funding from another Canada Council program or those on the [general list of ineligible activities](#).

When determining your project start date, individuals should be aware that according to the Canada Revenue Agency (CRA), expenses incurred in the year immediately before a grant is received are only deductible from the grant if they are incurred after the artist has received notification that the grant will be paid. For more information about income taxes and your grant, please refer to our [website](#).

#### **EXPENSES - what is eligible**

- Direct costs related to the activities, including subsistence/lead creator fee.

#### **ASSESSMENT - how decisions are made**

Your application to the **Concept to Realization** component of *Explore and Create* will be assessed by a [peer assessment committee](#) representing a discipline or group of disciplines on the following weighted criteria, and must receive a minimum score in each category to be considered for a grant:

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

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

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

The potential of the project to:

- contribute to your or your group's artistic development
- advance artistic practice
- build public interest in and knowledge of the artistic practice

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

- Your capacity and experience to undertake the project
- A reasonable budget, including other revenue sources, efficient use of resources and the ability to provide adequate working conditions

#### **REQUIRED INFORMATION AND SUPPORT MATERIAL - what you need to apply**

Once registered in the portal, you will need to provide information about:

- your project and its potential impact
- the key artist(s) leading the project and short biographies
- your plans for distribution, exhibition, dissemination and promotion
- artist fees and safe working conditions
- your timeline
- your budget

You will also need to include:

- samples of previous work(s) or the work-in-progress

- confirmation of support from partners, a presenter, producer, exhibitor or a [co-production](#) agreement, if applicable
- relevant document related to your project

### **GRANT PAYMENT AND FINAL REPORTS**

If your application is successful, the first step in receiving your grant payment is to complete the Grant Acknowledgement Form. Click [here](#) for more information on the responsibilities of grant recipients.

A final report will be due 3 months after you complete the project.

For composite grants: You must submit a project update form 3 months after the end of each year of your activities except for the final year of your project, when you must submit a final report within 3 months of its completion.

### **CONTACT INFORMATION**

You are encouraged to speak with a [Canada Council Program Officer](#) before submitting an application to this component for the first time.

# PREVIEW: Application Form

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This is not an official application form. You must use the portal to apply.

Use simple text formatting if you prepare your application outside of the portal. Formatted text uses additional characters, and some formatting may be lost when copied over.

• = required

## GRANT DESCRIPTION

**1. Give your application a name. (approximately 10 words) •**

The name you provide is for your reference and will identify this grant application in your dashboard.

**2. For groups and organizations, provide the name of the contact person responsible for this application.**

**3. Start date •**

For project requests, this date must be after the date you submit your application.

For composite requests, this date must be after the deadline date.

**4. End date •**

**5. Grant type •**

○ Project

○ Composite\_

Composite grants are available to applicants who are currently receiving composite grants or who have received at least 2 Canada Council project grants in the last 5 years. This excludes grants from the following components and programs: *Professional Development, Small-Scale Activities, Travel, Representation and Promotion, Digital Strategy Fund, Leadership for Change: Grants to Organizational Development, Flying Squad, and Visiting Foreign Artists.*

**6. What art form(s), style(s), genre(s) and/or expression(s) are most relevant to this application? (approximately 25 words) •**

Some examples include: hip hop, experimental music, theatre for young audiences, throat singing, documentary film, fine craft, new media, circus aerial acrobatics, transdisciplinary arts, Deaf theatre.

This information helps the Canada Council collect examples of art forms and practices in Canada and will not be used for assessing your application.

- 7. Describe your proposed activities, including the rationale for your artistic choices or the inspiration for the new creative work(s). Indicate when and where you plan to show the work. (Project - approximately 750 words; Composite - approximately 1500 words)**

Include information about the key artist leading the projects. For media arts and digital arts projects, details about when and where you plan to show the work are not required.

- 8. Briefly outline your work plan, including timeline (Project - approximately 250 words; Composite - approximately 500 words)**
- Identify key steps and the dates for their completion.

- 9. How will your activities: (Project - approximately 250 words; Composite - approximately 500 words)**

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

Consider the following questions, as applicable: What types of artistic risks will you be taking? Are you exploring a traditional artistic practice in a new way? Will you be using technology in an innovative way or experimenting with new models of dissemination?

- 10. If applicable, how will your activities build interest in and knowledge of the artistic practice? Are your activities targeted to a specific public? (approximately 500 words)**

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

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

- 12. If applicable, how will you ensure safe working conditions for those involved in your activities? (approximately 100 words)**

- 13. If your proposed activity touches upon Indigenous traditional knowledge, linguistic or cultural intellectual property, please describe your relationship to this content and how appropriate protocols are/will be observed or addressed. (approximately 100 words)**

- 14. Describe your distribution, exhibition or dissemination plans and, if applicable, your promotional plans. (approximately 100 words)**

- 15. If there is anything that has not been asked that is essential to understanding your application, provide it here. (approximately 250 words)**

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

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

- 16. Provide a one-sentence summary of your project.** If possible, use the format ACTIVITY, PERFORMANCE and DATES. (approximately 25 words) •

For example, “To create WORK A for presentation in Vancouver planned for month/year”.

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

- 17. If you have applied to a different component for overlapping activities or expenses, please indicate the component and submission date.** (approximately 10 words)

## **BUDGET AND APPENDICES**

- 18. Complete the Budget and Appendices document.** •

- 19. Grant amount requested** •

Project requests - up to \$60 000, exceptionally up to \$100 000

Composite requests - up to \$60 000 per year, exceptionally up to \$100 000 (to a maximum of \$300 000 over 3 years).

Higher amounts may be considered for activities that have elevated costs due to the duration of the project, number of people involved, and/or technical or other requirements related to the artistic practice.

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

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

## REQUIRED DOCUMENTS

- 20.If your project involves artistic collaborators, communities, a co-producer, producing partner, presenter or exhibitor, provide an agreement or a copy of a letter/email that indicates how the partner is involved and how they are supporting your project.

## SUPPORT MATERIAL

- 21.You must submit at least 1 item of support material, and any other relevant documents related to your project. •

Support material should be your current work/activities with a relationship or relevance to the grant application; it may also include the work/activities of other key artists or partners. You may choose to include earlier work/activities to provide a context for your application.

Assessment committee members are instructed to view as much material as they need in order to make an informed decision; generally this is up to 10 minutes.