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# Canada Arts Training Fund (CATF)

## *Application Guidelines*



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# 1. Introduction

## 1.1. CATF Objective

The Canada Arts Training Fund (CATF) was created in 1997 to support arts training in Canada. The objective of the program is to contribute to the development of Canadian creators and future cultural leaders of the Canadian arts sector by supporting the training of artists with high potential through organizations that offer training of the highest calibre.

The CATF program provides stabilizing annual or multi-year financial support for the ongoing operations of Canadian organizations that specialize in training artists for professional national or international artistic careers at the highest levels. Funded organizations must be independent, not-for-profit, incorporated Canadian organizations with pan-Canadian artistic impact and training activities that are national in scope. Through their achievements, these organizations support the continuation of cultural leadership and the cultural development of Canada.

The concept of highest calibre denotes a quality of training that produces graduates who work in important artistic roles at a high level professionally, often in a leadership capacity within their artistic field (e.g., a principal dancer, choreographer, artistic director, lead actor, musician, circus artist, playwright, composer, or visual artist).

## 1.2. CATF Expected Results

The CATF's eligibility criteria, assessment criteria, and assessment process are aligned with the program's expected results, to ensure that funding is directed to those organizations best able to realize the CATF's objectives. The program's success is measured against the following expected results:

- Nationally significant Canadian institutions offer arts training of the highest calibre
- Arts training institutions of the highest calibre are financially and administratively stable
- Graduates are recognized for excellence in Canada and internationally

## 1.3. CATF Components

The CATF program provides financial support through two components:

- **Regular Support Component:** consists of annual or multi-year operational funding for pre-eminent arts-training organizations that score highly in the assessment process under each of the three key assessment areas described in section 3. Most CATF funding is provided through this component, since the priority of the CATF program is to fund high-calibre organizations that are established as leading national training organizations in their discipline<sup>1</sup>.

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<sup>1</sup> CATF defines a discipline as an identified and recognizable area of artistic activity that involves its own artistic process, vocabulary, aesthetic and history (e.g., theatre, dance, music, literary, visual and media arts, circus, etc.). Each distinct discipline encompasses genres that further define the specificities of the artistic practice and its appreciation.

- **Development Support Component:** consists of annual, targeted funding for arts-training organizations that score highly in the assessment process under two of the three key assessment areas described in section 3 but that may need to improve with respect to Impact or Institutional Stability. Organizations funded under this component must demonstrate a high calibre of Artistic Merit consistent with organizations funded under the Regular Support Component. The Development Support Component is used to respond to gaps in the provision of essential arts training that may be necessary for the health or development of a discipline or art form. This component is not used to develop training organizations into leaders within a discipline already served by other strong national schools but rather to support training organizations in important emerging or underrepresented areas.

The CATF's assessment process determines whether funded organizations will be supported under the Regular Support Component or the Development Support Component. These two components allow the CATF to ensure that the needs of pre-eminent national training organizations are met while also supporting emerging organizations that demonstrate excellence in new or underserved artistic disciplines.

## 2. Eligibility Criteria

### 2.1. Eligible Organizations

Eligible organizations must exist primarily to provide professional arts training or must have established professional arts training as an integral component of their overall activities.

### 2.2. Eligibility Requirements

In order to be eligible for funding through the CATF, applicant organizations must:

- be incorporated in Canada as a not-for-profit organization;
- demonstrate that the training for which funding is requested is not funded as a provincial post-secondary-education activity (for the purposes of this program, post-secondary education is defined as education that follows 12 years of primary and secondary education), and demonstrate that the activity for which funding is requested does not result in the granting of a post-secondary qualification such as a diploma, certificate, or degree;
- receive support from sources other than CATF for at least 30% of costs related to the training work (e.g., tuition, other levels of government, fundraising, etc.). Total support from all levels of government cannot exceed 90% of the activity costs;
- be directed by recognized professionals with a background in the discipline in which training is provided. While organizations may operate other concurrent activities for different purposes, the training program supported by CATF should be staffed with professionals from that artistic discipline;
- have sufficient administrative capacity to support organizational objectives;
- have delivered the professional training program and have had year-round administrative operations in support of the program for a minimum of three years;

- have a track record of significant artistic achievement at the national level, with graduates having a national impact and achieving wide recognition in their discipline;
- be accessible to Canadians through a national competitive admission process available in both of Canada's official languages, including a bilingual website and information material, and a bilingual audition process. An exception will be made for training programs in an Aboriginal or ethnocultural<sup>2</sup> art form or in a language-specific art form (such as theatre). Exceptions may also be made for training programs involving students aged 10 to 19 years where the accompanying academic education is offered in only one language; and
- have a national student body. It is expected that a national organization would draw at least 20% of its student body from regions outside the training area.

**Note:** Organizations that offer training related to Aboriginal arts or artistic practices based on ethnocultural traditions should consult a CATF program officer to determine whether and to what extent the last two criteria must be met.

### **2.3. Eligible Activities**

The professional training programs provided by pre-eminent arts training institutions are the only activities eligible for CATF funding. For organizations that also operate other concurrent activities for different purposes, such as a performance company, only the activities and expenses related to the professional training program are eligible.

**Note:** Meeting the CATF eligibility criteria does not guarantee funding. If an organization is determined to be eligible but does not measure highly enough against the assessment criteria noted below, the organization may not be recommended for funding.

### **2.4. Eligible Expenses**

Eligible expenses for CATF funding include all operational expenses of the organization directly relating to the training proposal presented. This includes artistic and administrative salaries, fees and benefits, curriculum development and training delivery, audition fees, travel, marketing and publicity, fundraising, administrative expenses, facility costs such as rent/mortgage, maintenance costs, office supplies, professional development, etc.

### **2.5. Ineligible Activities and Expenses**

The CATF can fund media-arts training only to the extent that it relates to artistic practice and focuses on training people who intend to work as artists using media-arts tools. CATF does not fund training for careers in the commercial film and video industry.

The CATF focuses its support on professional training programs, not on sporadic workshops or professional development activities.

Capital infrastructure is not an eligible expense.

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<sup>2</sup> A group of people whose members identify with each other, through a common heritage. For the purpose of this definition, ethnocultural communities include Canadians of diverse culture such as, but not limited to, African, Arab, Asian, Latin American or mixed heritage.

### 3. Assessment Process and Criteria

#### 3.1. Assessment Process

All applications are received and processed by CATF staff. Applications from eligible organizations are assessed once a year by a National Review Committee (NRC) at the Department of Canadian Heritage. The NRC's assessment process consists of an analysis of the organization's application and supporting material, followed by a review and ranking of the applicant organization against the CATF assessment criteria. Written reports submitted by third-party expert assessors are also considered, together with assorted other considerations that bear on the assessment criteria (see section 3.3).

Following the NRC review, funding recommendations are made in support of organizations that exemplify the highest calibre of training in the following key assessment areas:

- **Artistic Merit:** The highest level of artistic excellence in teaching, training, and coaching in an artistic field, as demonstrated by the success of graduates and independent assessments prepared by professionals.
- **Impact:** Pre-eminent organizations of proven national significance, recognized as such throughout Canada by those familiar with or working in the artistic discipline.
- **Institutional Stability:** Robust institutional capacity, as demonstrated by financial and governance practices.

**Note:** Previous CATF funding does not guarantee continued support. Whether from a first-time or returning applicant, all applications are considered by the NRC and the Department based on the factual information presented. The decision by the Department of Canadian Heritage to provide or refuse funding to an organization under the CATF is not subject to an appeal.

#### 3.2. Assessment Criteria

During the assessment process, applications from eligible organizations are scored according to the following 17 assessment criteria:

##### **Artistic Merit**

- Is the training essential to the health and development of the discipline or art form?
- Does the training adhere to and reflect the highest standards of excellence?
- Is there a quality and vitality to the artistic vision?
- How well does the audition or entry process identify the best available students in Canada, and how accessible is it in both official languages?
- How qualified and experienced are the teachers/mentors/elders to deliver training in the discipline?
- How relevant and effective is the curriculum/training work? Is the curriculum aligned with the needs of the artistic discipline or art form?
- Is the career counselling effective?

- Are the facilities and equipment appropriate and of excellent quality?

### **Impact**

- Does the training contribute to the development of individual participants into artists who will have meaningful professional careers?
- Are graduates recognized for their excellence in Canada and internationally?
- Does the training meet fundamental needs of the artistic profession while allowing students to cover a wide range of artistic practices?
- Does the training contribute to and encourage the expression of the diversity of Canadian society?

### **Institutional Stability**

- Does the organization have an adequate administrative structure and stability to support the training activities?
- Is there an effective planning process for the training?
- Does the organization have an appropriate governance structure?
- Is the organization financially stable?
- Are training activities supported by funding from diverse revenue streams?

### **3.3. Other Considerations**

In addition to the documentation submitted with the application, the NRC will consider other complementary sources of information during the scoring process for applicants, when available. These include:

- **Expert Assessments:** The CATF regularly hires independent experts to conduct on-site assessments of recipients and may also do so for promising applicants
- **Reporting Results:** The NRC considers an organization's activity reports, financial reports, and results reports, as well as the timeliness of their delivery.

The NRC will also take the following considerations into account when scoring applicant organizations against established assessment criteria and making recommendations for funding:

- **National Delivery:** The CATF fulfils its national mandate by ensuring that eligible organizations have a national reach and a national admission process. It is not the mandate of the program to fund organizations in every region or province.
- **Official Languages:** The NRC considers the needs of students from both official language groups when making funding recommendations.
- **Success of Graduates:** The NRC considers the achievements and employment status of graduates as an indicator of the calibre of the training provided by an organization.
- **Health of the Discipline:** The CATF responds to the needs of Canadian arts training by adjusting its level of investment in various disciplines, and by monitoring the



performance of both funded and unfunded professional arts training organizations. Both long-funded and emerging organizations demonstrating excellence are considered through the same rigorous assessment process.

- **Program Budget:** The CATF has a fixed budget, which makes the assessment process highly competitive. The NRC considers all available information and, as a result, may recommend support to either new or long-funded organizations. Funding levels may fluctuate from one year to another based on the relative performance of the organizations over time and the number of training programs supported.

## 4. CATF Requirements

### 4.1. Funding Conditions

The maximum amount of CATF funding to any one recipient is as follows:

- **Regular Support Component:** cannot exceed 70% of the total eligible expenses or \$6,000,000 annually, whichever is less. Funding under the Regular Support Component can be for annual or multi-year funding. The total funding to the organization from all levels of government cannot exceed 90% of activity costs.
- **Development Support Component:** cannot exceed 70% of the total eligible expenses or \$600,000 annually, whichever is less. Funding under this component can only be provided annually, for up to a maximum of four years. The total funding to the organization from all levels of government cannot exceed 90% of activity costs.

Organizations funded under either of these components will be monitored annually in order to track their progress and long-term potential. Some organizations may see a reduction of funding from previous years or lose CATF support if they fail to meet the CATF's expectations related to the three key assessment areas.

All financial support from the CATF is subject to a contribution agreement, which is a legal document between the Department and a recipient defining the objectives and expected results of the funded activities and identifying conditions for payments. This document must be signed by an authorized representative of the applicant organization before any payments can be made.

A contribution may be subject to an independent recipient audit by the Department of Canadian Heritage.

If an organization cancels or significantly scales down the activity for which it received funding from the CATF, the organization must reimburse all or part of the amount received at the request of the program.

### 4.2. Submitting an Application

Organizations interested in applying for potential support through the CATF program are encouraged to contact a program officer to discuss eligibility requirements in advance of submitting an application. Contact information is located at the end of this document.

The application, including all attachments, must be submitted electronically through the Department's online application system. The online application can be accessed from the CATF's web page.

Contact a CATF program officer if exceptional circumstances prevent you from submitting online.

#### **4.3. Deadlines**

The CATF's application deadline is June 30 in any given year. Applications and support material must be submitted through the online application system by 12:00 midnight on that day. If June 30 falls on a weekend, the application deadline moves to the next business day (i.e., July 2).

If required, notice will be sent to the applicant if any support materials are missing from the submission. In such cases, applicants will be contacted by email and will be given an additional two weeks to provide the required information or supporting materials through the online application system. Failure to provide all the information requested within the prescribed timeline may render an application ineligible.

**Note:** Applications submitted for the June 30 deadline are for funding that would commence in the following fiscal year (April 1 – March 31).

#### **4.4. Service Standards**

The Department of Canadian Heritage has set service standards for the timely acknowledgement of receipt of applications, funding decisions, and issuance of payments. These service standards are a shared responsibility and all required documentation must be provided in a timely fashion.

**Acknowledgement of application:** The online application system will acknowledge receipt of submitted applications immediately by email.

**Decision and Payment:** For the CATF's service standards, visit the Department's website: [www.pch.gc.ca](http://www.pch.gc.ca) under "Funding" or contact the program.

#### **4.5. Reporting Requirements**

An organization receiving funding from the Department of Canadian Heritage through the CATF must submit cash flows, and interim and final activity reports. The CATF's reporting requirements are specified in the Contribution Agreement.

Any failure to submit reports on time for activities or projects previously funded by the Department will be taken into consideration when assessing new applications, and could be cause for rejection of an application.

#### **4.6. Public Acknowledgement of Financial Assistance**

All funding recipients must publicly acknowledge, in English and in French, the financial support received from the Government of Canada in all communication materials and promotional activities related to the funding agreement, such as advertising, promotional and program materials, public announcements, speeches, websites, social media, etc. The Department's requirements for public acknowledgement of financial assistance were updated in 2014 and are now part of the funding agreements.

The Department's [Guide on the Public Acknowledgement of Canadian Heritage Financial Assistance](#) will assist funding recipients in complying with the requirements described in the funding agreement.

#### **4.7. Access to Information**

If an access to information request is received regarding an application for financial support or any other document in the Department's possession containing information about an organization, the information provided to the Department of Canadian Heritage will be treated in accordance with the [Access to Information Act](#) and the [Privacy Act](#).

#### **4.8. Disclosure**

Recipients must provide a disclosure regarding the participation of any former public office holder or public servant subject to the [Policy on Conflict of Interest and Post-Employment](#).

### **5. Contact the CATF**

Please contact a program officer for the Canada Arts Training Fund with any questions about the application process or to discuss eligibility requirements in advance of submitting an application.

#### **Canada Arts Training Fund (CATF)**

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