



## 2011 Playwrights Program Application Guidelines

Please read all information carefully before completing the application. It is the applicant's responsibility to ensure that all required information is provided. Late or incomplete applications will not be accepted.

**Application Deadline: June 15, 2011**

### DESCRIPTION OF PROGRAM

Toronto Arts Council's Playwrights Program provides support to playwrights for the writing of stage and radio plays.

The program provides two levels of support. The following fixed amounts are available:

**LEVEL ONE: \$2,000** – for new or emerging playwrights with little or no prior history of production.

**LEVEL TWO: \$8,000** – for mid-career or senior playwrights with a history of professional production. To meet this requirement you must have had at least one full-length play (minimum 40 minutes) professionally produced on stage or radio. Works produced within non-curated festivals will not be considered as evidence of professional production, regardless of length.

### ELIGIBILITY CRITERIA

- 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.
- An applicant must have maintained a residence in the City of Toronto for a minimum of one year prior to the application deadline. **A Post Office Box address cannot be used to meet the residency requirement.**
- Full-time undergraduate students are not eligible.
- Professional artists pursuing graduate studies may not apply for work related to their program of study. A letter from the graduate program director specifying that the project is not related to the graduate student's program of studies must be submitted with the application.
- Writing projects in languages other than English or French are accepted if the writing sample is

accompanied by an English translation.

- An applicant must be at least at the early stage of writing the play for which funding is requested. A sample of writing from the proposed project is required for this application.
- Applicants may submit an application to either the Playwrights or the Writers program, but not to both.
- Applicants may apply for funding for only one project per deadline.
- Applicants may receive a grant through TAC's Playwrights or Writers Program only **once every two years**. Those who received a grant in 2010 are not eligible to apply in 2011 but may reapply in 2012.
- Co-applicants must be involved equally in creation of the work and must both be eligible to apply.
- TAC does not fund retroactively. Projects for which the final draft has been completed prior to notification of results are not eligible.

**PLEASE NOTE:** Projects cannot be funded more than once in this program. Playwrights who receive a grant may not reapply to continue or finish the same project.

### EXCLUSIONS

**Ineligible projects include, but are not limited to:** Academic work or work towards a graduate degree; film, video or television scripts; publishing; translation; production costs associated with mounting a stage production or broadcasting a radio play; tuition fees.

### ASSESSMENT

- An independent jury of theatre professionals assess applications on the artistic merit of the writing.
- Jury members are selected to reflect diverse genders and cultural communities.

- Grants are awarded based on the recommendations of the jury.

- To ensure the assessment is as fair as possible for playwrights at all levels of career development, applications to **Level One** and **Level Two** are assessed separately.

- A "blind" adjudication process is used for assessment, where jury members are not given the names of applicants.

- Decisions of the jury are final. There is no procedure for appealing the decision; however, TAC welcomes comments or suggestions about any of its programs.

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

- Applicants are required to complete the **Playwrights Program Application Form** and to submit the required support material, including a sample of their work.

- Applicants can apply for projects at different stages of development. **Writing samples must be from the proposed project.** If your project is at the very early stage, then the writing sample can be a combination of pages from earlier plays plus a minimum of 5 pages from the proposed project.

- Writers applying to create works in languages other than English or French must complete the application form in English and accompany their writing sample with an English translation. **PLEASE NOTE:** This requirement does not apply to writing intended to be comprehensible to an English-speaking audience, i.e. writing that contains some text in other languages, but is primarily an English language work; or writing in Creoles, argots, vernaculars or dialects of English. Such writing can be submitted in the original language version.

- For adaptation projects, include a copy of the letter indicating copyright permission, if applicable.

- **Applications must be received at TAC no later than 5:00 pm on June 15, 2011.** It is the applicant's responsibility to ensure that the application is complete and submitted on time. **Late or incomplete applications will not be accepted. Applications received after the deadline will not be accepted, regardless of the postmark.** TAC does not accept applications submitted by e-mail or fax.

- Writing samples are not returned to applicants.

**PLEASE NOTE:** In keeping with the blind assessment process, jurors receive applicants' project descriptions and writing samples only. **Applicants found to have identified themselves to the jurors in these sections may be disqualified at any point in the assessment process.**

## APPLICATION PROCESS

Applicants are encouraged to thoroughly read and understand the eligibility criteria before submitting the application. If after reading these guidelines, you are unsure that your project is eligible, or you are unsure

which level you should apply to, you can contact the grants officer prior to submitting the application.

## CONDITIONS OF FUNDING

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

## GRANTS ARE TAXABLE INCOME

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

## NOTIFICATION

Applicants will be notified of the results of their requests, in writing, approximately three months after the closing date. Results are not released over the telephone.

## PROGRAM INFORMATION

Margo Charlton, Grants Officer  
Telephone: 416-392-6802 x201  
margo@torontoartscouncil.org



## 2011 PLAYWRIGHTS PROGRAM APPLICATION FORM

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.

### SECTION A

#### 1. IDENTIFICATION *(Please print clearly.)*

Principal Applicant: Last Name \_\_\_\_\_ First Name \_\_\_\_\_

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

#### 2. PRINCIPAL APPLICANT'S PERMANENT ADDRESS (no P.O. boxes):

Street: \_\_\_\_\_

City: Toronto Province: Ontario Postal Code: M \_\_\_\_\_

Telephone: Home: ( ) \_\_\_\_\_ Business: ( ) \_\_\_\_\_

Fax: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

3. CITIZENSHIP:  Canadian Citizen  Permanent Resident (Landed Immigrant)  
 Application for Permanent Residence status has been submitted and is being considered.

4. I have been a resident of the City of Toronto since at least June 15, 2010: Yes  No

5. GRANT LEVEL: [ ] LEVEL ONE - \$2,000 [ ] LEVEL TWO - \$8,000  
emerging playwrights: mid-career/senior playwrights:  
production history not necessary must have production experience

#### 6. PREVIOUS RECIPIENTS:

Have you ever received a grant from Toronto Art Council's Writers or Playwrights Program?

No  Yes Year: \_\_\_\_\_ (2010 recipients not eligible) Project Report:  Previously Submitted  Enclosed

*(NOTE: The report must be completed using **Project Report Form B** found at [www.torontoartscouncil.org](http://www.torontoartscouncil.org))*

#### 7. PROJECT TITLE AND SUMMARY (you must complete this section):

**Working Title** *(required):*

**Project Synopsis:** *(Maximum 40 words. Completing this section is a requirement. Do not direct us to another section of your application.)*

8. **PROJECT STATUS:**  early stage  mid-stage  final stage

9. **GENRE:**  Stage Play  Radio Play

10. **ESTIMATED COMPLETION DATE:**

The estimated completion date for this project is: Month \_\_\_\_\_ Year \_\_\_\_\_ <sup>1</sup>

<sup>1</sup> TAC does not fund retroactively. Projects for which the final draft has been completed prior to notification of results are not eligible.

11. **PROJECTS IN LANGUAGES OTHER THAN ENGLISH OR FRENCH:**

Original Language: \_\_\_\_\_

Name of Translator: \_\_\_\_\_ Phone # of Translator: \_\_\_\_\_

**SECTION B: CURRICULUM VITAE OR BIOGRAPHY (maximum 3 pages)**

Attach a curriculum vitae or biography outlining your literary and/or playwriting activities.

Include a list of your productions including the dates and place of the production, the name of the presenting company and the name of the director.

**SECTION C: DECLARATION**

**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 for at least one year prior to the deadline date.
- I understand that jury deliberations are confidential and there will be no disclosure of jury proceedings or comments.
- I understand that jury decisions are final and cannot be appealed.
- I agree that Toronto Arts Council is not responsible for loss or damage of 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.

The City of Toronto requires that all organizations and individuals adopt this Declaration of Non-Discrimination as a condition of receiving a grant from the City. Please note this requirement does not restrict artistic content in any way.

- In any business that I conduct regarding this project, I will adopt and uphold the City of Toronto's policy statement which prohibits discrimination and harassment and protects the right to be free of hate activity, based on age, ancestry, citizenship, creed (religion), colour, disability, ethnic origin, family status, gender identity, level of literacy, marital status, place of origin, membership in a union or staff association, political affiliation, race, receipt of public assistance, record of offences, sex, sexual orientation or any other personal characteristics. I understand that this requirement does not restrict artistic content in any way.

**Principal Applicant Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

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

**SECTION D: ARTIST STATEMENT (maximum 2 pages – 5 copies required)**

Briefly describe or summarize your play including the intended length of the work in terms of playing time and a description of the genre or style of play you are writing. For example: a full-length absurdist comedy running at approximately 90 minutes with one intermission.

Provide a synopsis of the work's storyline or overall theme.

Your project description should include your impetus to write the play, what current writing challenges you have in regards to this work and how you intend to address them.

State what stage of writing you are at and how many pages are written to date. If there has been or will be any workshop or other development activity for the play, describe the process without indicating the names of artists, theatres or producers involved.

**It is important that you do not identify yourself anywhere in the project description or in the writing sample.** If the jurors find information that identifies the writer, the application will be immediately withdrawn from the competition. Do not reference the names of other individuals you may be working with or theatre companies or producers that this project is associated with, or name prior produced works. From time to time, jury members may surmise the identity of an applicant based on familiarity with the support material or writing style. In these cases, jurors are prohibited from making the identity of the applicant known to other jury members.

Attach on separate sheet/s, typed on single sided, white, 8.5 x 11 paper, using a type font no smaller than 11 point. Please ensure that you include the Working Title of the proposed play.

For adaptations attach a copy of the letter indicating copyright permission. This information will not be shown to the jury so you do not have to remove your name from the letter.

**Please note:** You must supply a total of 5 (five) copies of your combined Artist Statement and writing sample (including translation, where applicable) with your application. Each copy must be fastened with a secure paper clip. **Do not staple or bind copies.**

**SECTION E: WRITING SAMPLE (maximum 20 pages – 5 copies required)**

Your writing sample must be standard play format, typed on single sided, white, 8.5 x 11 paper, using no smaller than 11 point type font. **The writing sample must be from the proposed project.** If you are at a very early stage of writing, you may submit up to 15 pages from earlier plays in addition to a minimum of 5 pages from the proposed project.

**Submit your application to:**

Toronto Arts Council  
Playwrights Program  
101-141 Bathurst Street  
Toronto, Ontario M5V 2R2

**Complete application packages must be submitted before 5:00 pm on June 15, 2011.  
Applications received after the deadline will not be accepted, regardless of postmark.  
Applications may not be submitted by fax or email.**

# 2011 Playwrights Program ✓ Checklist

Please check off each item to indicate compliance with the requirement or use NA to indicate it is not applicable:

- You have read the **2011 Playwrights Program Application Guidelines**.
- You have been a resident of the City of Toronto since at least June 15, 2010.
- You are a Canadian Citizen, Permanent Resident (Landed Immigrant), or your application for Permanent Residence is pending.
- You have indicated the level of grant support for which you are applying: \$2,000 for new/emerging playwrights or \$8,000 for mid-career or senior playwrights.
- If you have previously received funding through the **Writers or Playwrights Program**, you have submitted a report on your previous project. *The report must be completed using **Project Report Form B** downloaded from [www.torontoartscouncil.org](http://www.torontoartscouncil.org)*
- You have not previously received a grant through the **Writers or Playwrights** program for this project.
- You have provided SECTION B, a curriculum vitae or biography outlining your playwriting activities. (Maximum 3 pages.)
- You have provided SECTION D, **Artist Statement**, typed on single sided, white, 8.5 x 11 paper, using a type font no smaller than 11 point. **You have not identified yourself in this section.** (Maximum 2 pages.)
- If you are working on an adaptation project, you have enclosed a copy of a letter indicating you have copyright permission.
- You have provided a sample of your writing **from the proposed project**. (Maximum 20 pages.)
- You have not identified yourself anywhere in the writing sample.**
- Your writing sample is in standard play format, typed on single sided, white, 8.5x11 paper, no smaller than 11 point type font.
- You have signed and dated the application form.
- You have supplied a total of 5 (five) copies of your combined Artist Statement and writing sample** (including translation, where applicable). Each copy is fastened with a secure paper clip.
  - You have **not** stapled or bound the copies (i.e. Cerlox, Duotang, etc).
  - You have **not** added cover pages, section dividers, contents tables etc.

## For Projects in Languages Other than English or French:

- You have completed the application in English. An accurate English language translation of your writing sample accompanies the original language text.
- You have provided the name and phone number of the person who translated your writing sample.