

Application Deadline: June 15, 2021

Arts Fund – Support for Artistic Production Application Form

* Refer to the end of the application form for submission instructions

Applicant's Name:
Applicant's Department:
Applicant's Appointment Type and Term:
Applicant's Email:
Title of Proposed Grant:
Proposed Dates of Project:
Is Additional Studio or Performance Space Required (if so, has it been approved):

***If this is a collaborative project, please attach a separate sheet identifying your co-artists.**

1. Provide a description of the proposed work (maximum two pages)

2. Supporting Documents

- a) curriculum vitae or professional resume
- b) please provide samples of your recent work. Each should be clearly identified and briefly described, e.g., details of the nature of the work, date and, if done for or presented by other agencies, the name(s) and date(s) or if not available for submission please attach to the TRAQ DSS three letters of appraisal from artistic professionals in your field

3. Additional Supporting Materials

In addition to the required supporting materials, applicants are encouraged to submit additional supporting materials as follows:

- a) reviews, selections from literary text, screenplay or scripts, assessment letters, copies of art materials, articles, information about collaborator, pertinent web site addresses, etc.) and/or
- b) recorded music on tape or CD edited and/or including a play list, videotape, slides or original art materials) (*it is only possible to accept electronic supporting materials at this time)

4. Budget

Provide a budget for the proposed project indicating each pertinent category of expenses (e.g., equipment, personnel, travel, supplies, etc.). Indicate from what other sources, if any, you are seeking funding for the proposed activity. If you are not applying to other sources, please explain why.

Submission Instructions

Please attach the completed application form and any other documents in one file to your TRAQ DSS Form. The completed application file should be attached to the **Attachments** tab of the TRAQ DSS Form.

The TRAQ DSS Form is available in the TRAQ Researcher Portal. See TRAQ website (www.queensu.ca/traq) for sign on information and training materials.

Application Signatures and Approvals

Note: The applicant provides his/her electronic signature when submitting the TRAQ DSS Form. The Department Head provides his/her signature when approving the TRAQ DSS Form. Both of these actions are dated and time stamped.

Note: Co-applicants listed in the TRAQ DSS Form will have access to the electronic file.

IMPORTANT INFORMATION: All required electronic signatures must be completed in the TRAQ DSS Form by the application deadline or your application will not be considered. Please allow sufficient time in advance of the application deadline to ensure all electronic signatures are completed.

Direct all application inquiries to: Marianne Ferris - ferrism@queensu.ca

Direct all TRAQ related questions to: TRAQ Help Desk - traq@queensu.ca