



## **CANADIAN FORCES ARTISTS PROGRAM**

### **Professional Artists**

This form must be used to apply for this program. Please read the application guidelines and program information sheet carefully before completing the application form. Keep a copy of the guidelines, information sheet and the completed form, as these documents contain essential information on the conditions of acceptance.

### **Closing Dates**

See page 2 of the application guidelines for the closing dates.

Completed applications and support material must be postmarked no later than the closing date. Applications that are late or incomplete will not be accepted.

Application forms must be requested at least two weeks prior to the deadline. The Canadian Forces Artists Program does not send or accept application forms by fax or e-mail.

### **Further Information**

Dr. John MacFarlane  
Canadian Forces Artists Program  
Directorate of History and Heritage  
National Defence Headquarters  
MGen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, Ontario  
K1A 0K2

Telephone: (613) 998-7052

Visit our Web site at [www.forces.gc.ca/dhh](http://www.forces.gc.ca/dhh)



## APPLICATION GUIDELINES

### PURPOSE

The production of Canadian war art was officially started in 1916, with the creation of the Canadian War Memorial Fund. Artists, often already serving with Canadian forces during the First World War, would record over 800 paintings, sculptures and printed work by war's end. These works were exhibited throughout Canada and internationally, making appearances in major art centres like London and New York.

The Second World War presented yet another opportunity for the actions of those serving Canada to be officially recorded in art. The Canadian War Records Program was officially started in 1942 and, like its predecessor, drew candidates mainly from within the serving ranks. However, at the end of the War, Canada once again had no official war art program.

After a gap of over 20 years, 1968 saw the creation of the Canadian Armed Forces Civilian Artists Program (CAFCAAP). Though keeping the same aim as previous war art projects, this new program allowed civilian artists to become involved; working alongside Canadian soldiers on both domestic and foreign operations. Unfortunately, this unique CF program was cancelled in 1995, due to a lack of funds.

However, the need for Canada to record the actions of its military members was not forgotten and, on June 6, 2001, Chief of Defense Staff, General Maurice Baril, officially announced the creation of the Canadian Forces Artists Program (CFAP). This new artistic endeavour would allow Canadian artists the opportunity to record Canada's soldiers in Canada and eventually around the world. These artists, all volunteers, will help usher in a new era of Canadian military art.

While this program does not offer grants it does present other advantages to artists. The CFAP provides a range of unique opportunities to support the independent, creative work of professional Canadian artists of all cultures who wish to contribute to the history of the Canadian Forces. This program is open to all form of art and artists, be it painters and sculptors to writers and poets.

While it is assumed that the majority of applications to the CFAP will be made by visual artists, writers and other non-visual artists are encouraged to apply. Please ensure, however, that examples of work do not exceed five (5) pages in length so that the application may be processed in a timely manner.

It is the aim of the CFAP to allow artists from across Canada, working in various mediums, privileged access for 7-10 days to capture the daily operations, personnel, and spirit of the Canadian Forces, as well as families and communities affected by Canadian military operations, allowing for a well documented vision of our past, present and future Armed Forces for the Canadian public to enjoy.

The works created by the artists as a result of their 7-10 day experience with the CFAP will remain the property of the artists. However, the CFAP will organize occasional tours and may ask artists if they would like to lend works for these tours (fees usually paid to artists for exhibits would be waived for these tours). For artists wishing to donate works to Canadian museums (in exchange for tax receipts) a list of

potential institutions will be provided to help artists contact them.

### ELIGIBILITY

#### General Criteria

Applicants must be Canadian citizens or permanent residents of Canada. The CFAP is open to all professional artists, non-profit organizations, and collectives established in Canada with a mandate in the arts. Artists must have:

- At least three years of professional practice in their field following basic training;
- Produced an independent body of work;
- Received the recognition of their peers through a history of public presentation of their work in a professional context;

Full-time students are not eligible to apply to this program.

#### Specific Criteria

Programs are available to three categories of artists: established, mid-career and emerging.

**Established artists** are those at a mature stage in their careers who have created an extensive independent body of work and have made a nationally and/or internationally recognized contribution to their discipline through public presentation of their work. This category requires at least 15 years of professional arts practice after basic training in their field.

**Mid-career artists** are those who have created an independent body of work and have made a nationally recognized contribution to their discipline through public presentation of their work outside their local community. This category requires at least 8 years of professional arts practice after basic training in their field.

**Emerging artists** are those at an early stage in their career who have created a modest independent body of work and have made a locally recognized contribution to their discipline through public presentation of their work. This category requires at least 3 years of professional arts practice after basic training in their field.

### HOW TO APPLY

Please read the following guidelines carefully. They will assist you in completing the attached application form.

#### Completing the Application Form

##### Part A

Indicate your art form and your field of specialization or medium (eg. photography, painting, sketching.). Please ensure that you meet the eligibility criteria for your art form.

In the space provided, summarize in a sentence (maximum of 15 words) your proposed program of work.

Sign the first page of the completed application.

## **Part B**

The description of your program of work should be concise. Please follow the instructions given in the application form.

Please note that exceeding the word limits indicated tends to put your request at a disadvantage. The program of work description should not exceed 500 words (approximately one page). This proposed program will be considered a suggestion and the actual 7-10 day experience may differ.

## **Part C**

The CFAP advisory committee requires only the basic information requested on this page (image number, title of work, date, etc.). It is strongly recommended that you use this format to provide the requested information.

### **Submitting the Application**

- Original signatures are required.
- Your application must be accompanied by all the required visual, audio and written support material. It must be complete and must not refer to a previous application.
- Do not submit original support material. The CFAP is not responsible for the loss or damage, whatever the cause, of support material.

### **Support Material for Physical Arts**

- Do not submit original works of art.
- Do not submit more than 15 images, in electronic form.
- Fill out page 3 of the application form, specifying dimensions, media, dates and titles of the artworks.
- One of the images should provide a view of a whole installation or show to provide an idea of the dimensions of the work relative to the exhibition space or studio (where applicable).
- Each image **should be numbered chronologically from the oldest to the most recent work.**
- The images submitted by successful candidates will be kept by the CFAP.

For works that do not lend themselves to CD-ROM (film, performance, audio or other), the CFAP will accept a clearly identified DVD video, but it must be no longer than five minutes. If more than a single video is essential to support your application, only a compilation tape not exceeding a running time of 10 minutes will be accepted.

For works that require documentation in **both** CD-ROM and video formats, you may submit five images and a five-minute video. Please ensure all pieces are clearly identified.

For images that document time-based, audio, performance or video works, you may provide an additional **brief** description of these components on a separate page.

### **Support Material For Writers**

- Do not submit original works of writing.
- Photocopies of book extracts and other published material (poems, articles, etc.) will be accepted.

## **ASSESSMENT**

Applications are evaluated by a peer assessment committee, composed of experienced professionals recognized as such by their peers and selected on the basis of their specialized knowledge in the media to be assessed. Committee members are also selected, as much as possible, to ensure fair representation of artistic specialization, gender, the two official languages, Aboriginal peoples, and the various regions and cultures of Canada.

Before they meet, committee members receive photocopies of all eligible applications for examination. At their meeting, they study the applications and support material, discuss their relative merit and make their choices.

The principal assessment criterion of the assessment committee is the artistic merit of an applicant's work, innovation and originality, taking into consideration the specific context, national context and the potential impact on her or his pursuit.

Following the competition, the names of assessment committee members and successful candidates are available upon request.

## **CLOSING DATES**

Applications must be postmarked no later than the closing date of 30 November 2017. Late or incomplete applications will not be accepted.

Application forms must be requested at least two weeks prior to the closing date to allow for mailing. The CFAP does not send or accept application forms by fax or e-mail.

## **NOTIFICATION**

Applicants will be notified of the results, in writing, no later than two months after the competition closing date. **Results are not released over the telephone.**

## **FINAL REPORT**

All artists will be de-briefed by CFAP personnel at the completion of their work in a theatre of operations or domestic operation. Artists may also be asked to provide a short, written summary of their experience.

## **ACKNOWLEDGEMENT OF CANADIAN FORCES SUPPORT**

Artists whose projects lend themselves to public presentation must acknowledge the contribution of the Canadian Forces in all information and promotional documents.

## **CONFIDENTIALITY OF INFORMATION**

The Privacy Act protects the privacy of individuals with respect to personal information about themselves and provides individuals with a right of access to such information. All other information may be accessible under the Access to Information Act. Personal information will be maintained in Personal Information Bank CAC PPU 115.

For this program, the CFAP requests applicants to indicate, if they so desire, their year of birth and gender on the application form. The CFAP requires statistics in these areas

for program planning, evaluation and studies. This personal information, provided voluntarily on this application form, is protected by the federal Privacy Act.

**FURTHER INFORMATION**

For more information about the CFAP or the application process, please contact:

Dr. John MacFarlane  
Canadian Forces Artists Program  
Directorate of History and Heritage  
National Defence Headquarters  
MGen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, Ontario  
K1A 0K2

Telephone: (613) 998-7052



## CANADIAN FORCES ARTISTS PROGRAM APPLICATION FORM

The Canadian Forces Artists Program (CFAP) requires one copy of this form per application, completed in black type or written in black pen to facilitate duplication. Please read the application guidelines before completing the form.

Canadian Forces Artists Program, Directorate of History and Heritage, National Defence Headquarters, 101 Colonel By Drive, Ottawa, ON, K1A 0K2

### PART A1 – APPLICANT INFORMATION

Name (please provide your full legal name):  Mrs.  Miss  Ms.  Mr. Year of birth: \_\_\_\_\_

Last name

First and middle names

Permanent address:

Mailing address, if different from permanent address:

Street and apartment number

Street and apartment number

City Province or territory Postal code

City Province or territory Postal code

(\_\_\_\_\_) (\_\_\_\_\_) (\_\_\_\_\_) \_\_\_\_\_

(\_\_\_\_\_) (\_\_\_\_\_) (\_\_\_\_\_) \_\_\_\_\_

Telephone (residence) Telephone (business)

Telephone (residence) Telephone (business)

(\_\_\_\_\_) \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_

Fax E-mail

Fax E-mail

### PART A2 – ADDITIONAL INFORMATION

In a sentence (10 to 15 words), give a summary of your proposed program of work and service preference of Navy, Army or Air Force (compulsory):

What art form will you be working in? Check the one to which you wish to apply (check only one box). Indicate your field of specialization or medium with the below art forms.

Visual Art (ie. painting, sculptures, photography, video etc.): \_\_\_\_\_

Literary Art (ie. theatre, poetry, fiction or non-fiction writing, etc.): \_\_\_\_\_

Other (please briefly describe): \_\_\_\_\_

Have you recently applied for and/or received any professional grants? If so, please list:

### PART A3 – DECLARATION

Will you permit the CFAP to include your name and address on its mailing list? (This information will be used for Canadian Forces business only.)  Yes  No

I prefer to communicate with the CFAP in  English  French

To be eligible for consideration, you must sign below to confirm all of the following statements:

- I am a Canadian citizen or permanent resident of Canada.
- I live in Canada and understand that I must be in Canada to participate in the program.
- I have read carefully the eligibility criteria for this program, which are described in the program information sheet and the application guidelines, and I meet these criteria.
- I understand that I will not receive any financial reward from the Canadian Forces, and that I participate in the program for the benefit of an experience.
- I accept the conditions of this program and am aware that the CFAP is subject to the Access to Information Act and Privacy Act, as described in the application guidelines. I agree to abide by the decisions of the Canadian Forces.

I certify that the statements in my application are true and complete, to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PART B – DESCRIPTION OF PROGRAM OF WORK**

In **500 words or less** (one page, single-spaced), describe your practice (previous and current work) and the 7-10 day program of work you intend to undertake if you are chosen for participation. If you wish, you may also provide information on the aesthetic or cultural tradition that relates to your work. Use the space provided or attach additional sheets of 8½ in. x 11 in. white paper, using one side only. **Exceeding the word limit indicated may put your request at a disadvantage.**

**PART C – SUPPORT MATERIAL**

**Check the appropriate boxes below to confirm that the support material specified in the guidelines is enclosed.**

- Curriculum vitae/résumé: three pages maximum (all applicants)
- digital support material (as specified)
- DVD (as specified)
- Texts, articles or catalogues

**PART C2 – DETAILED DESCRIPTION OF SUPPORT MATERIAL**

Please do not submit more than the maximum number of images and videotapes indicated in the application guidelines. Label all support material with your name, and number the items according to the listings below. Clearly mark images. **Please present your images chronologically from the oldest to the most recent work.** If further descriptive information is necessary, please include the supplementary details on a separate **single** page.

**IMAGES**

No.	Title	Date	Medium	Dimensions of Artwork
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

**DVD**

If you submit a DVD, please note that it must not exceed a running time of five minutes. If more than a single video is essential to support your application, note that only a compilation not exceeding a running time of 10 minutes will be accepted.

No.	Title	Year	Running Time	Format
1.				
2.				
3.				

## **The Do's and Don'ts of Submitting Digital Support Material**

**IMPORTANT NOTICE:** Applications with digital support material that does not correspond to the following guidelines will be considered incomplete, and therefore withdrawn from the competition.

### **Do's**

- ⌚ Submit PC-compatible files only.
- ⌚ Submit jpg files only.
- ⌚ Submit files at a resolution of 72 dpi only.
- ⌚ Submit files of a maximum of 1024 x 768 pixels (height must not exceed 768 pixels).
- ⌚ Submit files of 1 MB maximum.
- ⌚ Submit RGB, sRGB or grayscale colour mode files only (no CMYK)
- ⌚ Title each file (image) with a number, your initials, the year and title of your work.
- ⌚ Ensure that the numbers for the first nine images begin with a zero (for example: **01**initialsyeartitle.jpg, **02**initialsyeartitle.jpg ... **15**initialsyeartitle.jpg). This will ensure that they are presented in the correct order, following your image list (part E2).
- ⌚ Do not put any special characters, symbols, periods, quotation marks or a space (such as #/-'&|...) in any file name.
- ⌚ Save images directly on the CD-ROM or DVD-ROM without creating folders.
- ⌚ Mark each CD-ROM or DVD with your name.

For video files:

- ⌚ Submit files that can be accessed with one of the following plug-ins: QuickTime, RealPlayer, Shockwave, Windows Media Player or Flash.

### **Don'ts**

- ⌚ Don't submit slides.
- ⌚ Don't submit Mac files that are not fully PC compatible.
- ⌚ Don't submit any type of presentation (such as PowerPoint).
- ⌚ Don't submit compressed files (WinZip®, Stuffit®, etc.).
- ⌚ Don't include hyperlinks to Internet sites with your images.
- ⌚ Don't submit material that requires software, plug-ins, extensions or other executables that need to be downloaded or installed.
- ⌚ Don't submit any files by email.
- ⌚ Don't submit any other component of your application electronically on your CD-ROM or DVD.

*Test your material before submission to ensure that it is formatted correctly. It is your responsibility to ensure that all material reaches the CFAP intact and in a readable format.*

*Any of the following software can help you edit your images: Adobe® Photoshop®, Adobe® Illustrator®, Microsoft® Photo Editor, Microsoft® Paint, CorelDRAW™, Corel® PHOTO-PAINT™, and Jasc® Paint Shop Pro®.*