# Canada Council LogoRonald J. Thom Award for Early Design Achievement

## Identification form

The information that you provide on the identification form will not be submitted to the assessment committee.

### Identification of applicant

Indicate whether you are applying as an individual or firm.

**Individual practitioner (architect or professional in architecture**)

Full legal name [ ]  Ms. [ ]  Mr. [ ]  Other Year of birth

Alias, pseudonym, or professional name (if applicable)

Complete address

Primary telephone Secondary telephone

Email Website

I prefer to communicate with the Canada Council in: [ ]  English [ ]  French

**OR**

#### Architectural firm (specializing in architecture, landscape architecture or urban planning)

Name of firm (full legal name)

Contact person (full legal name)

[ ]  Ms. [ ]  Mr. [ ]  Other

Complete address

Primary telephone Secondary telephone

Email Website

I prefer to communicate with the Canada Council in: [ ]  English [ ]  French

### Declaration

To be eligible, you must confirm your agreement with all the following statements:

I am a Canadian citizen or a permanent resident of Canada, as defined by Immigration, Refugees and Citizenship Canada (if applicable – individual practitioners only).

I have carefully read the eligibility criteria for this prize, which are described in the application guidelines, and I meet (or the firm I represent meets) these criteria.

I will act as the only representative of the firm. I will keep the other participants informed of the contents and outcome of this application (if applicable).

I understand that I am responsible for informing myself about and following all applicable ethical and legal responsibilities and/or appropriate protocols related to linguistic or cultural intellectual property.

* I commit to provide safe working conditions and to foster a workplace free from discrimination, harassment and sexual misconduct.
* I confirm that I (or my firm) abides by all applicable municipal, provincial or territorial employment legislation, including, but not limited to that relating to employment standards, occupational health and safety, and human rights.
* I understand that I (or my firm) cannot receive prize money until all overdue final reports for Canada Council grants and prizes have been submitted and approved.
* I accept the conditions of this prize and agree to accept the Canada Council’s decision.
* I am aware that the Canada Council is subject to the [*Access to Information Act*](https://laws-lois.justice.gc.ca/eng/acts/A-1/index.html) and [*Privacy Act*](https://laws-lois.justice.gc.ca/eng/acts/P-21/FullText.html)*.*
* I am authorized to sign this application on behalf of our firm (if applicable).

#### [ ]  I confirm that:

* I agree with the statements above.

The statements in my application are complete and accurate, to the best of my knowledge.

Name Date

Personal information collected on this form will be stored in the Personal Information Bank for the appropriate program
CC ART 202. Protected when completed.

## Required documents and support material

### Required documents

#### Description of practice (2 pages maximum)

Describe your practice, previous work, and interests in architectural design, including how your work is aligned with the allied arts, crafts and professions, your contributions towards a more equitable, diverse, and inclusive society as well as a more sustainable environment.

#### Curriculum vitae or history of firm (4 pages maximum)

Provide a recent curriculum vitae (for individual practitioners) or an outline of the firm’s history. Include information on relevant professional training and certification, projects, publications and awards.

#### Instructions

* Text files must be in .pdf, .doc or .docx, .txt or .rtf format.
* Do not use punctuation, spaces, special characters, or more than 45 characters in your file names.

### Support material

The support material you submit will be retained with your application until deleted as per Canada Council’s Retention Policy.

Assessment committee members are instructed to view as much material as they need in order to make an informed decision

You must submit your digital support material by email attachment or link (links are preferred).

#### Required support material

* 20 digital images (maximum), and/or

1 video (maximum 3 minutes)

Support material must document your past work.

#### Instructions

* Name your files in this format: **01filename**

The image numbers must correspond to the ones in the tables provided.

* Do not use punctuation, spaces, special characters, or more than 45 characters in your file names.
* Test your material before you submit it to ensure that it is formatted correctly. It is your responsibility to ensure that all material reaches the Canada Council intact and in a readable format.

We do not accept compressed files such as .zip, .rar, .7zip etc., htm, or .html or executable files such as .exe, .com etc.

Images files must be:

* JPEG (.jpg, .jpeg) format
* RGB colour mode

no larger than 1.5 MB

Audiovisual files must be:

* viewable with VLC media player (for more information, consult [videolan.org/vlc/](http://www.videolan.org/vlc/))
* a maximum 60 FPS
* a maximum resolution of 1080P (or frame size of 1920 x 1080)

Links

* Only URLs uploaded to [SoundCloud](http://www.soundcloud.com/), [Vimeo](http://www.vimeo.com/) or [YouTube](http://www.youtube.com/) are accepted.
* Links must go directly to your support material and should not require further navigation or a file to be downloaded. URLs must be accessible throughout the assessment process.
* The Canada Council does not take responsibility for links that do not work.

# Canada Council logo

# Ronald J. Thom Award for Early Design Achievement

## Application form

The information that you provide from this point onward will be submitted to the peer assessment committee.

### Identification of applicant

Full name, alias, pseudonym or professional name (individual) or architectural firm

City and province / territory

#### Description of support material

Complete the following tables for the digital images and/or video you are submitting. For works created as part of a collaboration or within a professional firm, clearly indicate your role.

#### Digital images

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Name of work of architecture | Creator | Client or owner | Date |
| 01 |  |  |  |  |
| 02 |  |  |  |  |
| 03 |  |  |  |  |
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| 19 |  |  |  |  |
| 20 |  |  |  |  |

#### Video (if applicable)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of work of architecture | Creator | Year | Running time | Format |
|  |  |  |  |  |

## Checklist

Use this checklist to confirm that you have completed all relevant sections of the form and have included all required support material.

You must include the following items in the order shown below.

#### [ ]  Identification form (confidential)

* Declaration

#### [ ]  Application form

* Identification of applicant
* Description of support material

#### [ ]  Required documents

* Description of practice (2 pages maximum)

Curriculum vitae or history of firm (4 pages maximum)

#### [ ]  Support material

* Digital images (maximum of 20)

Digital video (if applicable – 1 video, 3 minutes maximum)

Send your completed application form, required documents and support material **as 1 email** on or before the deadline by 11:59 pm (local time) to architecture-prizes@canadacouncil.ca.

* Please include the name of the prize in the subject line.
* The total maximum file including attachments size is 25 MB.

If you do not receive a confirmation email within 3 business days, please contact us to make sure we received your application.

Incomplete or late applications will not be assessed.

## Voluntary self-Identification

The Canada Council for the Arts encourages you to complete this voluntary self-identification form to help determine whether its programs and services are representative of the individuals and communities it serves.

This information is collected for analysis and reporting at an aggregate level for research, evaluation, and performance measurement. The information you provide on this form will not be used to assess your application.

Note that completing this form is optional.

Please complete this form even if you have provided self-identification information in the Canada Council’s online portal.

**If you are an individual, group or organization from one or more of the following groups, please check any boxes that apply.**

**Note for groups:** Your group must meet the following criteria:

* Your group's members are from one or more of the groups listed below.
* Your group's artistic activities are focused on the expressions, perspectives or lived experiences of one or more of these groups.

**Note for organizations:** Your organization must meet the following criteria:

* The focus of your organization's mandate is to create, produce, distribute, or collect art by one or more of the groups listed below, or to provide resources for one or more of these groups. In the case of First Nations, Inuit or Métis organizations, your mandate is focused on supporting the artistic and cultural practices of First Nations, Inuit or Métis peoples.
* Your organization's board of directors or equivalent governance group has individuals from one or more of these groups.
* Your organization directs most of its financial or human resources to one or more of these groups.

[ ]  First Nations, Inuit or Métis peoples

[ ]  Black communities

[ ]  Racialized (culturally diverse) communities

Refers to people of African, Asian, Latin American, West or Central Asian, Pacific Islander, or mixed heritage that includes one or more of these groups who have been historically disadvantaged as a group and may experience discrimination based on colour, culture and race.

[ ]  Deaf communities

Refers to people with hearing loss, or who are hard-of-hearing, oral-deaf, deaf-blind and late-deafened, many of whom identify as culturally Deaf - sharing distinct sign languages, traditions, histories, and values.

[ ]  Disability communities

Refers to people with physical or intellectual disabilities, mental or chronic illness, or neurodivergence who experience discrimination and disadvantage. Disabilities can be long-term, temporary or fluctuating.

[ ]  Anglophone official language minority communities

Refers to English speakers in Quebec.

[ ]  Francophone official-language minority communities

Refers to French speakers outside Quebec.

[ ]  2SLGBTQI+ communities

Refers to Two-Spirit, lesbian, gay, bisexual, transgender, queer, intersex and additionally sexually-diverse and gender-diverse people.

[ ]  Gender-diverse communities

Refers to transgender, non-binary, Two-Spirit, genderqueer, agender and additionally gender-diverse people.

[ ]  Women

[ ]  Youth

Refers to people under 35 years of age.

[ ]  None of the above

[ ]  Prefer not to answer

#### Consent to share information

1. Please check **one** of the options below:

[ ]  I consent to have the Canada Council for the Arts share my information with other Canadian government departments and organizations with whom the Council has a data sharing agreement.

[ ]  I do not consent to have the Canada Council for the Arts share my information with other Canadian government departments and organizations with whom the Council has a data sharing agreement.

**I confirm that I agree to the following:**

[ ]  I have provided the personal information in this form with the understanding that it will be used only for the purposes stated in this form and in the [Canada Council’s Privacy Notice.](http://canadacouncil.ca/about/public-accountability/privacy-notice)

[ ]  The information I have provided is accurate and complete.

Privacy Notice

The personal information collected via this form is used to determine whether its programs and services are representative of the individuals and communities it serves. It is collected pursuant to subsection 8(1) of the [*Canada Council for the Arts Act*.](https://laws-lois.justice.gc.ca/eng/acts/C-2/FullText.html) Your personal information which is under the control of the Canada Council for the Arts is protected by the [*Privacy Act*](https://laws-lois.justice.gc.ca/eng/ACTS/P-21/index.html), and you have the right to request access to it and to request its correction. You also have the right to file a complaint with the [Privacy Commissioner of Canada](https://www.priv.gc.ca/en/) regarding the collection and handling of your personal information by the Canada Council for the Arts. This personal information is associated with personal information bank [CC PPU 203](https://canadacouncil.ca/about/public-accountability/info-source).

To request access to your information or to have corrections made to it, contact the Access to Information and Privacy (ATIP) coordinator by email at atip-aiprp@canadacouncil.ca or by phone at 1-800-263-5588 or 613-566-4414, ext. 4015.

### Questions

If you have any questions, please contact Prizes at prizes@canadacouncil.ca or 1-800-263-5588. If you are Deaf, hard of hearing or a TTY user, please use your preferred MRS (Message Relay Service) or IP (Internet Protocol) service to contact us. Canada Council also welcomes VRS (Video Relay Service) calls. For more information, please visit the VRS Canada website (<http://srvcanadavrs.ca/en/>).

Personal information collected on this form will be stored in [Personal Information Bank](https://canadacouncil.ca/about/public-accountability/info-source) CC PPU 020 and CC PPU 203. Protected B when completed.