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aida

APPLICANT GUIDE

ARTIST ASSISTANCE FUND



Fondation
JM Canada

WELCOME!

Thank you for your interest in the Artist Assistance Fund (AIDA Fund) of the Jeunesses Musicales Canada Foundation.

For more than 25 years, the AIDA Fund has supported young Quebec artists specializing in classical music as they develop their careers.

Whether you are looking to participate in an international competition, attend an advanced training program, work with a renowned mentor, or pursue an important project as part of your artistic development, the AIDA Fund can support you along the way.

This guide was designed to help you prepare a complete application and understand each step of the process.

NEED HELP?

Our team is always available to answer any questions you may have before submitting your application.

Please feel free to contact us at fondation@jmcanada.ca before submitting your application.

BEFORE YOU BEGIN

Preparing a grant application may seem complex, but we're here to guide you.

In the following sections, we'll help you determine whether your project meets the AIDA Fund's criteria and guide you through preparing your application.

We'll cover:

- whether you meet the eligibility criteria;
- whether your project is eligible and meets the program's timelines;
- which documents you'll need to provide;
- how to prepare a compelling project description;
- how to present a clear and realistic budget;
- what happens after you submit your application.

By the end of this guide, you'll have all the tools you need to submit a complete application.



STEP 1

CHECK YOUR ELIGIBILITY

WHO CAN APPLY?

The AIDA Fund is intended for emerging classical music artists who demonstrate strong potential for professional development.

The eligible categories are:

Discipline // Maximum Age

Conductor // 35

Composer // 35

Singer // 32

Pianist // 30

Percussionist // 30

Woodwind Instrumentalist // 30

Brass Instrumentalist // 30

String Instrumentalist // 28

Age is calculated as of the application deadline.



INDIVIDUAL APPLICATIONS

Applications must be submitted on an individual basis.

Ensembles or groups may not submit a joint application. If a project involves several musicians seeking support from the Fund, each musician must submit their own application and individually explain their needs, the expenses for which they are requesting financial assistance, and the relevance of the project to their professional development.

STEP 1

CHECK YOUR ELIGIBILITY

RESIDENCY

The AIDA Fund is made possible through the support of the Québec Ministry of Culture and Communications. Grant recipients must therefore:

- be Canadian citizens or permanent residents;
- have resided in Québec for at least 24 months;
- file their income tax returns in Québec.

STUDYING ABROAD?

No problem.

You remain eligible as long as you continue to file your income tax returns in Québec.



STEP 2

IS YOUR PROJECT ELIGIBLE?

The AIDA Fund supports projects that contribute directly to your career development.

EXAMPLES

- ✓ Training Programs
- ✓ Auditions
- ✓ Competitions
- ✓ Coaching
- ✓ Competition Preparation
- ✓ Work with a Rehearsal Coach
- ✓ Advanced Training
- ✓ Professional Network Development
- ✓ Production of a Recording for a Competition or Audition
- ✓ Other Projects Supporting Your Career Development

PROJECT TIMELINE

The project must begin at least three (3) months after the application deadline. Projects with an earlier start date are not eligible.

Example: If you submit an application on February 5, your project cannot begin before May 5.

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INELIGIBLE PROJECTS

The AIDA Fund does not support:

- ✗ Recording projects intended for commercial, promotional, or distribution purposes (album, EP, professional demo, music video, etc.);
- ✗ The production of concerts or professional performances;
- ✗ Fees paid to other musicians for professional performances;
- ✗ Promotional materials.

If you are unsure whether your project is eligible, please contact us at fondation@jmcanada.ca before submitting your application.

STEP 3

PREPARE YOUR APPLICATION

WRITING YOUR PROJECT DESCRIPTION

The project description is one of the most important elements of your application. It allows the jury to understand your artistic approach, the relevance of your project, and the impact it could have on your career development.

Your text should be clear, well structured, concise, and detailed enough to give the jury a thorough understanding of your project.

To guide you in writing your project description, your text should address the following questions:

- What is your project?
- Why do you want to undertake this project?
- How will this project contribute to your career development?
- Why did you choose this competition, training program, internship, or activity rather than another? (if applicable)
- Why are you applying for an AIDA Fund grant?
- What will happen if you do not receive this financial support?

TIP

The jury values applications that are authentic and thoughtful. Use your own words to explain your approach and demonstrate why this project represents an important step in your artistic journey.



STEP 3

PREPARE YOUR APPLICATION

CHOOSING YOUR VIDEO

The video is an important part of your application. It allows the jury to assess your artistic level while also gaining a better understanding of how your project relates to your artistic journey.

Your video should be relevant to the project for which you are applying for funding.

For example:

- If you are participating in a specialized training program in Baroque music, choose a video featuring a work from the Baroque repertoire.
- If you have been selected to perform a role in a Mozart opera, choose an excerpt from Mozart.
- If your project involves a competition or audition, select a work that is representative of the repertoire you will perform.

The goal is to provide a video that helps the jury better understand your project, assess your artistic level, and determine how well your profile, repertoire, and preparation align with the objectives of the proposed project.

STEP 3

PREPARE YOUR APPLICATION

TECHNICAL REQUIREMENTS

Your video must:

- be recorded using a single, fixed camera;
- provide excellent image and sound quality;
- feature a complete performance of a work or movement;
- contain no editing, visual effects, or alterations to the image or sound;
- be between 5 and 20 minutes in length.

Exception: Videos from a competition, educational institution, or other official organization may be accepted even if they have been edited by that organization.

However, the Foundation reserves the right to request the original, unedited version of the video if it determines that the modifications could influence the artistic evaluation.

STEP 3

PREPARE YOUR APPLICATION

PREPARING YOUR BUDGET

The budget is an essential part of your application. It allows the jury to understand the scope of your project, assess its feasibility, and determine whether the proposed costs are realistic.

Your budget does not need to be perfect. Some amounts may be estimates. What matters is that it is clear, consistent, and accurately reflects the costs associated with your project.

Your budget must provide a detailed breakdown of:

- all anticipated sources of income (grants, sponsorships, performance fees, etc.);
- all anticipated expenses (transportation, accommodation, registration fees, venue rental, piano accompaniment, etc.);
- your personal contribution to the project;
- the amount requested from the AIDA Fund.

Your budget must be balanced. Total income must equal total expenses.

For example, if your project costs \$5,000, your budget must show how the full amount will be funded.

STEP 3

PREPARE YOUR APPLICATION

TIP

- Use realistic amounts and, whenever possible, base them on quotes, rates, or reliable estimates.
- Provide a detailed breakdown of your expenses. A detailed budget helps the jury better understand your project.
- If some sources of funding are still awaiting confirmation, you may indicate them as such in your budget.

If you have any questions, please contact us at fondation@jmcanada.ca before submitting your application.

IMPORTANT

Only budgets prepared using the Foundation's official template will be accepted.

The budget template and a sample completed budget are available here:
<https://www.jmcanada.ca/fr/fondation/bourses-et-prix/fonds-aida/>



STEP 3

PREPARE YOUR APPLICATION



OTHER REQUIRED DOCUMENTS

DOCUMENT	REQUIREMENTS
Proof of Québec Residency	See the accepted documents on the following page.
Proof of Canadian Citizenship	Canadian passport, permanent resident card, or birth certificate issued by a Canadian province.
Biography	Brief Artist Biography
Curriculum vitae	Current Artistic CV
Timeline	Project timeline. The project must begin at least three (3) months after the application deadline. Projects with an earlier start date are not eligible.
Letter of Recommendation	Choose someone who knows your artistic journey well and can comment on the relevance of your project and your ability to successfully carry it out.

STEP 3

PREPARE YOUR APPLICATION

DOCUMENTS ACCEPTED AS PROOF OF RESIDENCY IN QUEBEC

SITUATION	ACCEPTED DOCUMENTS
You file your income tax returns.	Your Revenu Québec notices of assessment for the past two years.
You are too young to have filed two income tax returns.	One of the following two options: Option 1: Two documents proving residency in Quebec (one for each year, such as a lease, utility bill, proof of enrolment, etc.). The documents may be in the name of a parent with whom you live. OR Option 2: Two bank statements or other official documents issued by a Quebec financial institution (one for each year).
You are studying outside Quebec.	You remain eligible if you continue to file your income tax returns in Quebec.



STEP 4

SUBMIT YOUR APPLICATION

Applications must be submitted using the online form only.

Available here: <https://www.jmcanada.ca/en/foundation/support-for-artists/aida-fund/>

Incomplete applications will not be considered.

STEP 5

WHAT HAPPENS NEXT?

Here are the different steps:

- 1 - You submit your application.
- 2 - The Foundation team reviews your application.
- 3 - If necessary, we contact you for additional information.
- 4 - The jury evaluates the eligible applications.
- 5 - You receive the decision.

PROCESSING TIMES

Processing an application may take up to three (3) months following the application deadline.



ADDITIONAL INFORMATION ABOUT THE AWARD PROCESS

The AIDA Fund receives many high-quality applications each year. Unfortunately, the available financial resources do not allow us to support every project submitted.

The jury's decisions are based on several factors, including the quality of the application, the relevance of the project, its impact on the artist's career development, the available funding, and the number of applications received during each evaluation period.

Therefore, an unsuccessful application does not necessarily mean that the project was not of high quality or did not meet the program's criteria.

We encourage applicants whose applications were unsuccessful to continue pursuing their goals and, when their circumstances allow, to submit a new application for a future project.

If you wish to resubmit the same project during a future application period, we encourage you to update your application rather than submit an identical one.

For example, you could:

- Enhance your project description to reflect how your artistic journey has evolved;
- Submit a more recent video or one that is better suited to the project;
- Update your résumé, biography, or letter of recommendation;
- Adjust your budget or timeline, if necessary.

The jury appreciates applications that reflect the applicant's growth and demonstrate ongoing reflection on the proposed project.

IF YOU RECEIVE A GRANT

You agree to:

- ✓ carry out your project;
- ✓ use the funds in accordance with your application;
- ✓ inform the Foundation of any significant changes;
- ✓ submit a final report within three months of completing the project;
- ✓ acknowledge the support of the AIDA Fund when appropriate;
- ✓ be invited to activities organized by the Jeunesses Musicales Canada Foundation.

USE OF FUNDS

The funds awarded must be used in accordance with the project and budget approved in the application. Any significant change to the budget, planned expenses, or scope of the project must be communicated to and approved in advance by the Executive Director of the Jeunesses Musicales Canada Foundation.



ANY QUESTIONS?

Our team is here to help.

 fondation@jmcanada.ca

 514-845-4108, ext. 246

GRANT REPORT

Once the project for which you received funding has been completed, you have three months to submit your grant report.

We invite you to prepare a report of at least one page outlining the key aspects of your experience. More detailed reports of two to three pages are welcome and highly recommended.

To guide you, here are a few questions you may wish to answer:

- How was your experience?
- How did your project meet your expectations?
- What did you learn from this experience?
- What did you gain from this project, artistically or personally?
- What was the highlight of the experience for you?
- How did the funding and/or services received through the grant help you?
- Can you share an inspiring quote or a personal reflection on how this grant or the Foundation is helping you look to the future?

Feel free to illustrate your comments with concrete examples, anecdotes, or personal reflections. You may also include photos documenting your journey or project.

Please send your report to fondation@jmcanada.ca.

QUICK REFERENCE GUIDE

DO YOU HAVE EVERYTHING YOU NEED?

Take a moment to ensure that your application is complete. Incomplete applications may delay the assessment of your application or be deemed ineligible.

- ☐ Video recording of a musical work
- ☐ Project description
- ☐ Project budget
- ☐ Timeline
- ☐ Letter of recommendation
- ☐ Personal information
- ☐ Proof of Canadian citizenship
- ☐ Proof of residency in Quebec
- ☐ Biography
- ☐ Curriculum vitae
- ☐ Artist photo

GOOD LUCK PREPARING YOUR APPLICATION!

WE LOOK FORWARD TO LEARNING MORE ABOUT YOUR PROJECT. 😊