



2020 Arts Funding Program

**Project Funding
Arts Organizations**

Application Form

**Deadline for Submission:
Monday, January 13, 2020 at 4 p.m.**

**Cultural Funding Support Section
Recreation, Cultural and Facility Services Department**

A. Applicant Information - Project Funding

Organization's Legal Name

Contact Person

Title

Structure of Not-for-profit Group *Check one only*

- Arts organization (incorporated group)
- Professional artists collective
- Non-arts organization *please name professional partner below

Professional Partner Information

*Partnering professional arts organization or artist(s)

*Partnering professional arts organization or artist(s)

Please select your discipline from ONE of the following categories:

Amateur Arts Category:

- Music
- Theatre
- Literary Arts
- Dance
- Visual Arts
- Independent Film/Video
- Arts Events and Arts Festivals

Professional Arts Category:

- Music
- Theatre
- Literary Arts
- Dance
- Visual Arts
- Independent Film/Video
- Arts Events and Arts Festivals
- Arts Training and Arts Education
- Arts Services and Arts Venues

Official Mailing Address

Street

City

Postal Code

Telephone

E-mail

Website

Is this a change of address or contact person since your last application?

 Yes No

Has your organization previously received a grant from the City of Ottawa's Cultural Funding Support Section?

 Yes No

If so, has your organization submitted the required reporting documentation?

 Yes No**Project Information****Project Title**

Project Start Date (DD/MM/YYYY)

Project End Date (DD/MM/YYYY)

Project Summary (50 words max)You have words remaining.

Amount Requested *(Please round to the nearest \$100)*

Project Cost *(Total Expenditures)*

Fiscal Year

From to

Annual Operating Cost *(Total Expenditures)*

Fill in where applicable

Not-for-profit Incorporation No.

Provincially Incorporated

Federally Incorporated

Date and Place of Incorporation

Charitable No.

HST No.

of Board/Steering Committee meetings in Past Fiscal Year

Frequency of Board/Steering Committee Meetings

Monthly Quarterly Other

If Other frequency, please specify

Date of most recent Annual General Meeting

Signatures of Two Authorized Officers:

One of the signing officers must be a member of the Board of Directors, Collective, Steering Committee, or Indigenous governing body.

On behalf of and with the authority to legally bind the organization, I certify that the information provided in this application for funding and supporting documents is true, correct and complete. I certify that the organization's governing body has authorized this application for funding.

I have read the **Information for Applicants** section on ottawa.ca/en/informationforapplicants
I have read and accept the Terms and Conditions of this program.
I agree to abide by the funding process and to accept final funding decisions.

Print Name & Title

Date

Signature

Print Name & Title

Date

Signature

Municipal Freedom of Information and Protection of Privacy Act

Personal information on this application form is collected under the authority of section 107 of the Municipal Act, 2001 S.O. 2001, C. 25 in accordance with the City of Ottawa Grants and Contributions Policy. The City of Ottawa will use this information in the determination of eligibility and in establishing funding allocation recommendations.

Questions regarding the collection of this information may be addressed to: Portfolio Manager, Cultural Funding, at 613-580-2424 ext. 27412 or infoculture@ottawa.ca.

Assessment Criteria

Peer assessors will use the following assessment criteria to evaluate your request for funding. Applicants are assessed based upon their respective mandates, type of funding requested, size and scope, and according to the criteria outlined below:

Artistic Merit

- Fulfillment of mandate
- Artistic direction, goals and objectives
- Qualified artistic leadership
- Maintenance of high artistic standards and practices
- Requisite skills and means to achieve results
- Innovation within artistic discipline

Community Impact

- Support to local artists and community
- Impact on artistic discipline
- Responsiveness to members and audiences
- Strength of partnerships
- Community involvement (audience participation, volunteer support, etc.)
- Commitment to engage with local equity seeking communities

Organizational Effectiveness

- Planning and evaluation
- Governance, leadership structure and participation of the Board/Steering Committee
- Fiscal responsibility and realistic budgeting
- Initiative in fundraising
- Demonstrated need for financial support
- Appropriate and effective marketing and promotion

Before you begin:

- Read the program guidelines and keep them close for easy reference while completing the application
- Complete the application: Fill out the application form, sign it, answer all questions, and include required documents
- Provide all text material on single-sided 8½ x 11 white paper
- Do not use staples, binders or separators in your submission. Paper clips are acceptable
- Do not email any portion of your application
- Check the deadline date carefully

Application Questions

Please describe your project and establish its merit by responding to the following questions.

B. Organizational Overview

- 1) What is the mandate of your organization or group?
- 2) Provide a brief history of your organization or group, giving its principal achievements.
- 3) If applicable, provide a short description of the most recent project funded by the City of Ottawa, include date, amount received and purpose.
- 4) If you are an artist collective please provide a professional arts CV for each professional artist on your Steering Committee.
- 5) If you are a non-arts organization partnering with a professional artist or arts organization please provide a CV of the individual(s) leading/consulting for the project.
- 6) Provide a copy of your incorporation documents if this is your first application or there are amendments to the articles of incorporation

C. Project Description

C-1 Artistic Merit

- 1) What is your artistic vision for the project? Describe your intended artistic goals/outcomes and how they relate to your organization's mandate.
- 2) What artistic activities (performances, productions, events, etc.) will be undertaken? Please describe activities, including program content, timelines, locations and other relevant information.
- 3) Who are the artistic leaders/instructors and what are their skills and professional qualifications? Please attach resumes if not already included in Section B.
- 4) What resources do you allocate to artists/performers; this can include contracts and payment, technical support and services, and promotional opportunities.
- 5) How does the project contribute to the development, expansion or renewal of your organization's artistic practice(s)?

C-2 Community Impact

- 1) How will your project involve and nurture local artists, writers and performers?
- 2) How will your project impact on your artistic discipline (e.g. what artistic niche do you fill)?
- 3) How will the local and/or general community participate in the project?
- 4) Who is your audience? Describe any initiatives aimed at developing new audiences.
- 5) What community partnerships/relationships are involved in this project?
- 6) How does your organization reflect and engage equity seeking communities listed in our funding priorities?

C-3 Organizational Effectiveness

- 1) Provide a timeline that outlines your planning and preparation for the project.
- 2) Describe how your organization governs itself; include information on Board structure, member elections & terms of appointment and number of board meetings throughout the year.
- 3) Provide a list of the members of your Board of Directors including:
 - a. Name, city of residence, contact information (phone and/or email)
 - b. Board position and responsibilities
 - c. Short biography
- 4) Submit a signed copy of the minutes from the most recent Board of Directors meeting.
- 5) What measures does your organization have in place to ensure fiscal responsibility (i.e. Treasurer oversight, Board financial subcommittee, Book keeper, etc.)?
- 6) How do you expect to generate additional revenue for your project (i.e. Fundraising initiatives, sponsorships, etc.)?
- 7) How do you promote and market your project?

D. Project Budget

Please complete the enclosed forms. Clarify expenses and revenues on the enclosed form, D-4 Project Budget - Notes to Budget or provide annotation to the budget on a separate 8½ x 11 sheet of paper.

Please note, project revenues must equal project expenses. As stated in the program's Terms and Conditions: "Any portion of the funding that is unused and was designated for activities that were not performed shall be repaid to the City of Ottawa." (5. Unused Funds)

D-1 Project - Revenues

The City of Ottawa will only fund up to 90% of the total cost of the project.

Earned Revenue

Item	Source	Status	Amount
1	Admission fees		
2	Instructional fees		
3	Membership fees (portion allocated to project)		
4	Other (please specify) :		
5	Other (please specify) :		
6	Other (please specify) :		

Public Sector Support

Do not show full amount of grants received by the organization.
Only show portion of grant directed towards the project

Federal

Item	Source	Status	Amount
7	Canada Council		
8	Other (please specify) :		

Provincial

Item	Source	Status	Amount
9	Ontario Arts Council		
10	Other (please specify) :		

City of Ottawa

Item	Source	Status	Amount
11	City Arts Funding (your request rounded to the nearest \$100)		
12	Community Funding		
13	Other (please specify) :		

Other Sector Support and Fundraising**Foundations**

Item	Source	Status	Amount
14	Ontario Trillium Foundation		
15	Community Foundation		
16	Other (please specify) :		

Corporate Cash Sponsorship (please specify)

Item	Source	Status	Amount
17			
18			

Individual Donations (please specify)

Item	Source	Status	Amount
19			
20			

Special Fundraising Projects (please specify)

Item	Source	Status	Amount
21			
22			

Other Revenue (please specify)

Item	Source	Status	Amount
23			
24			

Total Revenues			
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D-2 Project Budget Expenses**Artistic Expenses - Fees and Honoraria** (please provide a breakdown)

Item	Source	Amount
25		
26		
27		

Other Artistic Expenses (please specify)

Item	Source	Amount
28		
29		

Production/Technical (please specify)

Item	Source	Amount
30		
31		

Marketing (please specify)

Item	Source	Amount
32		
33		

Rental (please specify)

Item	Source	Amount
34		
35		

Administration (please specify)

Item	Source	Amount
36	Insurance	
37		
38		

Fundraiser (please specify)

Item	Source	Amount
39		
40		

Other (please specify)

Item	Source	Amount
41		
42		
43		

Total Revenues	
Total Expenditures	
Surplus/Deficit	

Please note: Total Expenses must equal total revenues.

E. Financial Statement

Submit a **signed** copy of the financial statements of your most recently completed financial year.

A financial statement must include the following information:

- Organization's bank balance at the beginning of the year
- The overall operational revenue for the year
- The overall operational expenses for the year
- Organization's balance at the end of the year
- The **accumulated** surplus / deficit at the end of the year

If municipal support was less than \$24,999, a signed **Treasurer's Report** is required. A treasurer's report is an unaudited financial report of the organization's previous year's activities. The report is prepared from accounting records by an elected Board Member (usually the treasurer), and must include, at minimum, a statement of financial position (assets and liabilities) and a statement of income and expenses.

If past funding was between \$25,000 and \$49,999 a signed **Review Engagement Report** is required. A review engagement report is the unaudited review of the financial statements of an organization by an independent accountant.

If you received past funding from the City of \$50,000 or more, a signed **Audited Financial Statement** is required. An audited statement is an accounting document that is reviewed and verified by a licensed public accountant and that reflects an organization's previous fiscal year's financial position.

Surplus/Deficits

Funding received from the Cultural Funding Program may not be used to increase an accumulated surplus or to offset an accumulated deficit. Please review eligibility criteria in the guidelines regarding accumulated surpluses and deficits.

F. Support Material

Support material is an essential part of your application and plays a vital role in the jury's assessment. Include examples that relate most closely to the proposed activities.

Complete the support material form(s). You may include a separate sheet of 8 ½ x 11 paper to provide explanatory notes that describe how selections relate to your activities.

Please note that total time allotted to review support materials in jury cannot exceed 7 minutes per application. Please select your support materials with this time constraint in mind.

Digital Material

- Submit digital materials either:
 - on one (1) USB key, formatted with NTFS and labeled with applicant's name.
 - by providing URL links; use F-1. Support Material List
- CD and email submissions will not be accepted
- All files formats must be compatible with Windows OS (Windows Media Player, VLC media player). Quick Time files are **not** accepted (no .mov or .aiff)
- Provide cue instructions such as track numbers or cued start times
- Clearly name and number digital files so they correspond with support material form
- Test all electronic materials to ensure readability and quality

Print Material

- Double space text using a legible, sans serif font such as Arial or Tahoma
- Justify left, with ragged right, using 1.5-inch margins (3.8 cm)
- Number pages upper left or right with applicant's name and a title keyword
- Submit text on single sided 8 ½ x 11 white paper
- Copy and reduce all oversized documentation (newspaper articles, scores, reviews, etc.) to fit on single- sided 8 ½ x 11 size paper.
- Underline relevant sections of articles and reviews

Support material will not be returned to applicants, unless you enclose a self-addressed envelope with the required postage. Applicants may also arrange to pick up support material by contacting the CFSS at infoculture@ottawa.ca or 613-580-2424 ext. 29404.

Do not send originals. The applicant agrees that the City of Ottawa is not responsible for the loss or damage, however caused, of support materials.

F-1. Support Material List

Check off appropriate items and indicate number submitted:

Support Material Included	How does this material relate to the proposed project?	# of Items
<input type="checkbox"/> URL 1 (audio/video/images)		
<input type="checkbox"/> URL 2 (audio/video/images)		
<input type="checkbox"/> URL 3 (audio/video/images)		
<input type="checkbox"/> Website URL		
<input type="checkbox"/> USB key (audio/video/stills)		
<input type="checkbox"/> Manuscripts		
<input type="checkbox"/> Storyboards		
<input type="checkbox"/> Songs (lyrics)		
<input type="checkbox"/> Scores		
<input type="checkbox"/> Photographs (maximum 12)		
<input type="checkbox"/> Press clippings (maximum 3 pgs)		
<input type="checkbox"/> Programs / Invitations / Brochures		
<input type="checkbox"/> Publications		
<input type="checkbox"/> Other (specify)		
<input type="checkbox"/> Other (specify)		

Additional notes may be submitted on a separate page if necessary.

F-2. Support Material Form for Audio and/or Video

Name of applicant:

Document 1

Disk Title

Track No.

Date Created

Cue Instructions (g. "Start watching at 2 min. 30 sec.")

Brief description of how the support material relates to the proposed activities.

Applicant's role in production

Document 2

Disk Title

Track No.

Date Created

Cue Instructions (g. "Start watching at 2 min. 30 sec.")

Document 2

Brief description of how the support material relates to the proposed activities.

Applicant's role in production

Document 3

Disk Title

Track No.

Date Created

Cue Instructions (g. "Start watching at 2 min. 30 sec.")

Brief description of how the support material relates to the proposed activities.

Applicant's role in production

Attach additional information on a separate page, if necessary.

F-3. Support Material Form for Digital Images

Name of applicant:

Submit a maximum of 12 digital images and complete the table below.

No.	Title	Date dd/mm/yyyy	Medium	Dimensions
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

G. Reporting

All funding recipients are required to submit a final report detailing how they used the funding awarded to them.

This Report must be **submitted to and approved by** the CFSS either:

- following completion of the funded activities; or
- twelve months after receipt of the funds or;
- at the time of the next application to the program

Without a Report approved by the CFSS, you will be deemed ineligible for subsequent funding.

To obtain a reporting form, please contact infoculture@ottawa.ca or call 613-580-2424 ext. 29404.

H. Checklist

Please include one copy of the following with your application:

- A - Application Information** - completed and signed by two authorized members
- B - Organizational Overview** - all questions answered
 - Copy of incorporation documents, if applicable
- C - Project Description**
 - C-1** - Artistic Merit
 - C-2** - Community Impact
 - C-3** - Organizational Effectiveness
- D - Project Budget**
 - D-1** - Project Budget - Revenue
 - D-2** - Project Budget - Expenses
 - D-3** - Project Budget - In-Kind Donations - if applicable
 - D-4** - Project Budget - Notes to Budget - if applicable
- E - Signed Financial Statement**
 - Accumulated surplus or deficit explanation – if applicable
- F - Support Material**
 - F-1** - Support Material List
 - F-2** - Support Material Form for Audio CD and/or Video - if applicable
 - F-3** - Support Material Form for Digital Images - if applicable
 - Self-addressed envelope, with required postage, for return of support material, if desired**
The applicant agrees that the City of Ottawa is not responsible for the loss of or damage to support material (however caused).
- G - Report on Previous Funding** - if applicable

Deadline for Application

Monday, January 13, 2020 at 4 pm

One complete copy of the application should be mailed or delivered to:

**City of Ottawa
Arts Funding Program
Cultural Funding Support Section (26-49)
100 Constellation Drive, 9th Floor West
Ottawa, ON K2G 6J8**

The package must be received by 4 p.m. on the deadline date, or must be postmarked for that day. If delivering in person, please ensure to obtain a receipt.

Late or incomplete applications will not be considered.

Contact Information

Program Inquiries

For specific information on your submission, or to discuss eligibility, contact:

Amateur Arts English Theatre French Theatre	Marlène Barré 613-580-2424 ext. 28517 marlene.barre@ottawa.ca
French Literary Arts Arts Services & Arts Venues Arts Events and Arts Festivals	Anik Després 613-580-2424 ext. 27208 anik.despres@ottawa.ca
Dance Independent Film and Video Visual Arts Arts Training & Arts Education	Marie-Christine Feraud 613-580-2424 ext. 23915 marie-christine.feraud@ottawa.ca
Amateur Arts * Arts Training & Arts Education* Music(*music organizations)	Adrija Kličius 613-580-2424 ext. 23231 adrija.klicius@ottawa.ca

General Inquiries

For general information or to request an application form contact Infoculture:

613-580-2424, ext 29404

infoculture@ottawa.ca