



2018 Arts Funding Program

**Project Funding
Arts Organizations**

Application Form

**Deadline for Submission:
Monday, January 15, 2018 at 4 p.m.**

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

Instructions - How to Submit your Application Form

General Information

- Please read the program guidelines that are attached and keep them close for easy reference while completing the application.
- Fill out the application form and ensure that Section A is signed by two authorized signing officers. Authorized officers are individuals who have the authority to legally bind their organization in a contract. Please note that the City of Ottawa cannot accept electronic signatures
- Answer all questions and include necessary information along with required documents.

Application Format

- Do not use staples, binders or separators in your submission. Paper clips are acceptable.
- Please provide all text material on single-sided 8½ x 11 white paper; all application materials are photocopied for the peer assessors.
- Do not email any portion of your application, or support material.

Support Material

- Support material is an essential part of your application. It is important for assessors to see examples of your activities to properly evaluate your submission. If you wish to have your support material returned, enclose a self-addressed envelope with the required postage.
- Please note that total time allotted to review support materials in jury cannot exceed 10 minutes per application. Please select your support materials with this time constraint in mind.

Late and incomplete applications will not be considered and will be returned to the applicant.

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 (Day/Month/Year)

Project End Date (Day/Month/Year)

Project Description Please provide a brief overview; do not state "see attached".

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:

Please note: At least one of the signing officers must be a member of the Board of Directors/Steering Committee.

On behalf of and with the authority to legally bind the organization, I certify that the information given on this funding application and any attachments is true, correct and complete in every respect.

I accept the conditions of this program, and agree to abide by the peer assessment jury decisions. I have read the enclosed document entitled *Terms and Conditions* and in the case that my organization is awarded a grant, the organization agrees to abide by the term and conditions as set out in the document.

Print Name & Title

Date

Signature (*Original signature required*)

Print Name & Title

Date

Signature (*Original signature required*)

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.

Please Note: Availability of City of Ottawa funding is subject to City Council approval of the 2018 budget

Assessment Criteria

Peer assessors will use the following assessment criteria to evaluate your organization's request for funding. Applicants are assessed based upon their respective mandates, type of funding being 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.)

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

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. Please 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?

C-3 Organizational Effectiveness

Please note: You are not required to address these points in your written submission. Information may be added in this section if additional details will help clarify the proposal.

Assessors will use the information you provide in sections D to evaluate the following points:

- Appropriate organizational planning and evaluation
- Governance, leadership structure and participation of the Board/Steering Committee
- Fiscal responsibility and realistic budgeting
- Initiative in fundraising (i.e. corporate sponsorship, fees, donations, etc.)
- Demonstrated need for financial support
- Marketing and promotion - strategy and realization

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 not fund 100% of the total cost of the project.

Earned Revenue

Item	Source	Status	Amount
1	Admission fees		
2	Instructional fees		
3			
4			
5			
6			

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			

Provincial

Item	Source	Status	Amount
9	Ontario Arts Council		
10			

City of Ottawa

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

Other Sector Support and Fundraising**Foundations**

Item	Source	Status	Amount
14	Ontario Trillium Foundation		
15	Community Foundation		
16			

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

Please include your organization's most recent signed financial statement.

A financial statement includes a statement of financial position and provides a report of the organization's most recently completed fiscal year.

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.

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 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.

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. Board of Directors / Steering Committee

Please provide the following:

- A list of the members of your Board of Directors or Steering Committee including name, position, responsibilities, term(s) of office, city of residence and contact information (phone and/or email).
- A **signed** copy of the minutes from the most recent Board of Directors/Steering Committee meeting.

G. Support Material

Support material plays a vital role in the jury's assessment of your organization's artistic work. The work must be well presented to make a positive impression. Remember that jurors have very limited time to view and listen to your support material.

It is important that you:

- label all materials with your name and a description of the contents.
- test all electronic materials to ensure readability and quality.
- refer to Section G-1 - *How to Submit Support Material*.
- complete and submit the relevant *Support Material Forms*, which are included in this application form (Sections G-2, G-3, G-4)

If you wish to have your support material returned, enclose a self-addressed envelope with the required postage. Do not send originals. The City of Ottawa will not be held responsible for the loss or damage, however caused, of support materials submitted by applicants.

How to Submit Support Material

Include examples of your work that relate most closely to the project you are proposing. Complete the support material forms and if applicable, include explanatory notes on a separate sheet of 8 ½ x 11 paper. Notes should describe how selections relate to the proposed work. Total running time of time-based submissions should not exceed 10 minutes.

Submit all digital material on one (1) USB key (no CDs, no hyperlinks, no email submissions)

All files formats must be compatible with Windows OS

Audio

- Provide detailed cue instructions such as track number and start at time code: 2:30

Video

- Provide detailed cue instructions such as: *start at time code: 2:30*
- DVDs accepted for video only. However, ensure that your DVD works in a stand-alone DVD player, **and;**
- File format must be compatible with Windows media player or VLC media player
- For submissions with multiple works on a single DVD, provide a menu
- QuickTime files are not accepted

Digital Images

- File format: .jpg or .bmp
- Maximum 1024 x 768 pixels, maximum 600 DPI
- Clearly named and numbered so that digital files correspond to the image list
- Must be in RGB colour mode only (no CMYK)

Manuscripts

- 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 your surname and a title keyword
- Submit text on single sided 8 ½ x 11 white paper

Critical Reviews & Other Documentation

- Copy and reduce all documentation (newspaper articles, scores, reviews, etc.) to fit on single-sided 8 ½ x 11 size paper
- Underline relevant sections of articles and reviews
- May include one copy of the following: performance or exhibition programs, invitations to screenings, exhibitions or launches, reviews (maximum 3) or flyers

G-2. 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"/> DVDs (audio/video/stills)		
<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"/> Website (hard copy only)		
<input type="checkbox"/> Other (specify)		
<input type="checkbox"/> Other (specify)		

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

G-3. 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 project.

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 project.

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 project.

Applicant's role in production

Attach additional information on a separate page, if necessary. Submit a **MAXIMUM** of three items for the assessment committee to review. Total running time of submissions cannot exceed 10 minutes.

G-4. 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				

H. Reporting

All funding recipients are required to submit an activity report detailing how they used the funding awarded to them. This report must be **submitted to and approved by** the Cultural Funding Support Section either following completion of funded activities, twelve months after receipt of the funds, or at the time of subsequent application to the Arts Funding Program, whichever is soonest. For projects that have not yet been completed or have been delayed, an interim report is required.

Please use the [Activity Report forms](#).

Without an Activity Report approved by the City of Ottawa's Cultural Funding Support Section your organization will be ineligible for subsequent City of Ottawa funding.

I. Checklist

Please include one copy of the following with your application:

- Section A - Application Form* - completed and signed by two authorized members
- Section B - Organizational Overview* - all questions answered
 - Copy of incorporation documents, if applicable
- Section C - Project Description*
 - Section C-1 - Artistic Merit*
 - Section C-2 - Community Impact*
- Section D - Project Budget*
 - Section D-1 - Project Budget - Revenue*
 - Section D-2 - Project Budget - Expenses*
 - Section D-3 - Project Budget - In-Kind Donations* - if applicable
 - Section D-4 - Project Budget - Notes to Budget* - if applicable
- Section E - Signed Financial Statement*
- Section F - Board of Directors/Steering Committee*
 - signed** minutes from most recent Board meeting
- Section G - Support Material*
 - Section G-2 - Support Material List*
 - Section G-3 - Support Material Form for Audio CD and/or Video* - if applicable
 - Section G-4 - 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).
- Section H - Report on Previous Funding* - if applicable

Deadline for Application

Monday, January 15, 2018 at 4 p.m.

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

**City of Ottawa
Arts Funding Program
Cultural Funding Support Section (01-49)
110 Laurier Avenue West, 2nd Floor West
Ottawa, ON K1P 1J1**

The package must be received by 4 p.m. on the deadline date, or must be postmarked for that day.

Late or incomplete applications will not be considered.

Contact Information

Program Inquiries

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

English Literary 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
Music Arts Training & Arts Education (music organizations)	Adrija McVicar 613-580-2424 ext. 23231 adrija.mcvicar@ottawa.ca

General Inquiries

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

613-580-2424, ext 29404

infoculture@ottawa.ca