



# **2021 Arts funding program**

## **Application form**

### **Project funding**

#### **Deadline:**

**Monday, January 11, 2021 at 4 p.m.**

Late applications will be deemed ineligible.

Cultural Funding Support Unit (CFSU)  
Recreation, Cultural and Facility Services Department  
100 Constellation Drive, 9th Floor West  
Ottawa, ON K2G 6J8

## 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:**

- |                                     |  |  |
|-------------------------------------|--|--|
| <input type="radio"/> Music         | <input type="radio"/> Dance                  | <input type="radio"/> Arts events and arts festivals |
| <input type="radio"/> Theatre       | <input type="radio"/> Visual arts            |  |
| <input type="radio"/> Literary arts | <input type="radio"/> Independent film/video |  |

**Professional arts category:**

- |                                     |  |  |
|-------------------------------------|--|--|
| <input type="radio"/> Music         | <input type="radio"/> Dance                  | <input type="radio"/> Arts events and arts festivals   |
| <input type="radio"/> Theatre       | <input type="radio"/> Visual arts            | <input type="radio"/> Arts training and arts education |
| <input type="radio"/> Literary arts | <input type="radio"/> Independent film/video | <input type="radio"/> 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 CFSU?

☐ Yes ☐ No

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

☐ Yes ☐ No

## Project information

**Project title**

**Project start date (yyyy/mm/dd)**

**Project end date (yyyy/mm/dd)**

**Project summary** (50 words max)

You have  words remaining.

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

**Project cost** *(Total expenditures)*

**Fiscal (dd/mm)**

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 and accept the [Terms and Conditions](#) of this program.
- ☐ I have read the [Information for Applicants](#).
- ☐ I agree to abide by the funding process and the peer assessment committee's decisions.

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Print name & title

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Date (yyyy/mm/dd)

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Signature required

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Print name & title

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Date (yyyy/mm/dd)

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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 [infoculture@ottawa.ca](mailto:infoculture@ottawa.ca).

## Assessment criteria

Peer assessors will use the following assessment criteria to evaluate your request for funding.

### 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.
- Fill out the application form, sign it electronically, answer all questions, and include required documents.
- Do not send any portion of your application or support material by mail.
- Check the deadline date carefully. **Late or incomplete applications will not be considered.**

## B. Organizational overview

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

- 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 you are an artist collective please provide a professional arts CV for each professional artist on your Steering Committee.
- 4) 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.
- 5) 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 artistic activities (performances, productions, events, etc.) will be undertaken? Please describe activities, including program content, locations and other relevant information.
- 2) Who are the artistic leaders/instructors and what are their skills and professional qualifications? Please attach resumes if not already included in Section B.
- 3) What resources do you allocate to artists/performers? This can include contracts and payment, technical support and services, and promotional opportunities.

### C-2 Community impact

- 1) How will your project involve and nurture local artists, writers and performers?
- 2) How will the local and/or general community participate in the project?
- 3) What community partnerships/relationships are involved in this project?
- 4) 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) Provide a list of your collective members or 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
- 3) Submit an approved copy of the minutes from the most recent Board of Directors meeting.
- 4) How do you promote and market your project? Describe any initiatives aimed at developing new audiences.

### **D. Project budget**

Please complete the below forms. Clarify expenses and revenues on the enclosed form, D-4 Project budget - Notes to budget or provide annotation.

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 budget - 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			

<b>Total revenues</b>	
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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		

**Fundraising** (please specify)

Item	Source	Amount
39		
40		

**Other** (please specify)

Item	Source	Amount
41		
42		
43		

<b>Total revenues</b>	
<b>Total expenditures</b>	
<b>Surplus/Deficit</b>	

Please note: Total expenses must equal total revenues.

### D-3 Project budget -In-kind donations

Item	In-kind donations (please specify) - Volunteer hours are not eligible	Amount
44		
45		
46		
	<b>Total in-kind donations</b>	

Please note: As per CRA regulations, all amounts shown as in-kind revenue must be proven with receipts.

### D-4 Project budget - Notes to budget

Where applicable use this table to provide:

- explanations of budget items and revenue sources
- detailed breakdown of expenses and revenues

### Supplementary information

Line item	Details

## E. Financial statement

Submit **an approved** copy of the financial statements of your most recently completed financial year.

A financial statement must include the following information:

- Organization's 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, **an approved 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 **an approved 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, **an approved 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.** Please note that total time allotted to review support materials cannot exceed **7 minutes** per application. Please select your support materials with this time constraint in mind. You may submit **digital materials** either:

### Option 1:

- by providing URL links; use **F-1. Support Material List**

### Option 2:

- by packaging and transferring it electronically to [infoculture@ottawa.ca](mailto:infoculture@ottawa.ca). Be sure to include your name in the file; use **F-1. Support material list**

### Instructions:

- Clearly name and number digital files so they correspond with support material form
- 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
- Test all electronic materials to ensure readability and quality
- **CD and mailed submissions will not be accepted**

## F-1. Support material list

Check off appropriate items and indicate number submitted:

Support material included	How does this material relate to the proposed programming?
3 links to support material provided below (audio/video max 3) (images max 12)	
URL 1	
URL 2	
URL 3	
or files sent via file transfer to email : <a href="mailto:infoculture@ottawa.ca">infoculture@ottawa.ca</a>	
File 1	
File 2	
File 3	
Website URL	

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

## F-2. Support material form for audio and/or video

Name of applicant:

### File 1

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

### File 2

Title

Track No.

Date created

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



## File 2

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

Applicant's role in production

## File 3

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 CFSU 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 CFSU, you will be deemed ineligible for subsequent funding.

To obtain a reporting form, please contact [infoculture@ottawa.ca](mailto:infoculture@ottawa.ca).

## 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 - Approved financial statement**
- ☐ **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
- ☐ **G - Report on previous funding** - if applicable

## Deadline: Monday, January 11, 2021 at 4 pm

A complete application must be emailed [infoculture@ottawa.ca](mailto:infoculture@ottawa.ca).

The application must be received by 4 p.m. Late or incomplete applications will not be considered.

### Program inquiries

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

<b>Amateur arts</b> <b>English theatre</b> <b>English literary arts</b> <b>French theatre</b>	Marlène Barré <a href="mailto:marlene.barre@ottawa.ca">marlene.barre@ottawa.ca</a>
<b>French literary arts</b> <b>Arts services and arts venues</b> <b>Arts events and arts festivals</b>	Anik Després <a href="mailto:anik.despres@ottawa.ca">anik.despres@ottawa.ca</a>
<b>Dance</b> <b>Independent film and video</b> <b>Visual arts</b> <b>Arts training and arts education</b> (Multidisciplinary organizations)	Marie-Christine Feraud <a href="mailto:marie-christine.feraud@ottawa.ca">marie-christine.feraud@ottawa.ca</a>
<b>Amateur arts *</b> <b>Arts training and arts education *</b> <b>Music</b> (*music organizations)	Adrija Kličius <a href="mailto:adrija.klicius@ottawa.ca">adrija.klicius@ottawa.ca</a>

### General inquiries

For general information or to request an application form contact:  
[infoculture@ottawa.ca](mailto:infoculture@ottawa.ca)