



# Arts funding program

## Report form for arts organizations Project funding

Organization's legal name:

Contact person:	Title:
<input type="text"/>	<input type="text"/>

**Please select your discipline from ONE of the following categories:**

**Amateur arts:**

- Music
- Theatre
- Literary arts
- Dance
- Visual arts
- Film and video
- Arts events and arts festivals

**Professional arts:**

- Music
- Theatre
- Literary arts
- Dance
- Visual arts
- Independent film and video
- Arts events and arts festivals
- Arts training and arts education
- Arts services and arts venues

**Official mailing address**

Changed since last correspondence

Street

City

Postal code

E-mail

Telephone

**Project details**

**Project title**  Changed since application was made

Original project title:

Current project title:

Report type (Check one only)

- Final report
- Interim report?

If this is an interim report, please note that a final report is still required once your project is complete.

What is your expected date of completion?

Project summary (50 words maximum)

You have  words remaining.

Date project started (yyyy/mm/dd)

Date project completed (yyyy/mm/dd)

Date funding received (year)

Funding amount received (\$)

**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 report and supporting documents is true, correct and complete.
- I certify that the organization's governing body has authorized this report.

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Print name / title

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Date (yyyy/mm/dd)

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Signature

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Print name / title

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Date (yyyy/mm/dd)

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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 Support Unit at [infoculture@ottawa.ca](mailto:infoculture@ottawa.ca).

## Report requirements

### Final reports:

For submission of reports for projects that have been completed, submit the following:

1. **The report form cover page:** completed and signed.
2. **Project description** (3 pages maximum):
  - a) Achievements
  - b) Challenges
  - c) Changes to the original proposal
  - d) The names of the organizers, artists and/or other key persons involved
  - e) The audience for your project and a description of the community involvement and/or outreach education activities you undertook (if applicable)
  - f) How did your organization or group reflect and engage equity-seeking communities listed in our funding priorities?
  - g) A summary of how you publicized the project, and how the City's contribution was acknowledged in the publicity materials
3. **Statistics:**
  - a) Total attendance
  - b) Total artist participation
  - c) Total number of volunteers and volunteer hours
4. Final **project budget**. Please use the template provided.
5. **One example of support materials** related to your project such as critical reviews; program brochures or promotional material for performances or exhibitions; scans of book, DVD or CD covers and invitations to screenings, exhibitions or launches. You may also provide up to ten pages of any script or written artistic material.

### Interim reports:

For submission of reports for projects that are not yet complete or have been delayed, submit the following:

1. The report form cover page: completed and signed.
2. A description of the current status of the project, including all work completed to date. Provide timelines and an estimated completion date.
3. A description and explanation of any changes to the project from that proposed in the original application.
4. An interim budget for the project. Please show any changes in the projected expenses since the application was first submitted.

Please note that a **final report** must be submitted on completion of the project for which you received funding.

## Project budget

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

### Revenues

<b>Earned revenues</b>	<b>Request budget (projected)</b>	<b>Final budget (actuals)</b>
Admission fees		
Instructional fees		
Membership fees (proportion allocated to project)		
Other earned revenues (please specify) :		
Other earned revenues (please specify) :		

**Public sector support** - Do not show full amount of grants received by the organization, only show portion of grants directed towards the project.

<b>Federal</b>	<b>Request budget (projected)</b>	<b>Final budget (actuals)</b>
Canada Council		
Other federal (please specify) :		
<b>Provincial</b>	<b>Request budget (projected)</b>	<b>Final budget (actuals)</b>
Ontario Arts Council		
Other provincial (please specify) :		
<b>City of Ottawa</b>	<b>Request budget (projected)</b>	<b>Final budget (actuals)</b>
City Arts Funding (your request rounded to the nearest \$100)		
Community Funding		
Other municipal (please specify) :		

### Other sector support and fundraising

<b>Foundations</b>	<b>Request budget (projected)</b>	<b>Final budget (actuals)</b>
Ontario Trillium Foundation		
Community Foundation		
Other foundations (please specify) :		
<b>Corporate cash sponsorships (please specify)</b>	<b>Request budget (projected)</b>	<b>Final budget (actuals)</b>

<b>Individual donations</b> (please specify)	<b>Request budget</b> (projected)	<b>Final budget</b> (actuals)
<b>Special fundraising projects</b> (please specify)	<b>Request budget</b> (projected)	<b>Final budget</b> (actuals)
<b>Other revenues</b> (specify)	<b>Request budget</b> (projected)	<b>Final budget</b> (actuals)
<b>Total revenues</b>		

## Project budget

### Expenditures

<b>Artistic expenses – Fees and honoraria</b> (please provide a breakdown)	<b>Request budget</b> (projected)	<b>Final budget</b> (actuals)
<b>Other artistic expenses</b> (please specify)	<b>Request budget</b> (projected)	<b>Final budget</b> (actuals)
<b>Production/Technical</b> (please specify)	<b>Request budget</b> (projected)	<b>Final budget</b> (actuals)
<b>Marketing</b> (please specify)	<b>Request budget</b> (projected)	<b>Final budget</b> (actuals)
<b>Rental</b> (please specify)	<b>Request budget</b> (projected)	<b>Final budget</b> (actuals)
<b>Administration</b> (please specify)	<b>Request budget</b> (projected)	<b>Final budget</b> (actuals)
Insurance		
<b>Fundraising</b> (please specify)	<b>Request budget</b> (projected)	<b>Final budget</b> (actuals)
<b>Other expenditures</b> (specify)	<b>Request budget</b> (projected)	<b>Final budget</b> (actuals)
<b>Total expenditures</b>		

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

**Project revenues must equal project expenses; if they do not, provide an explanation.**

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)

**Project budget**

<b>In-kind donations</b> (if applicable; please specify) Volunteer hours are not eligible.	<b>Request budget</b> (projected)	<b>Final budget</b> (actuals)
<b>Total in-kind donations</b>		

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

If necessary, provide more detailed information or breakdowns of specific line items on a separate sheet.



## How to submit your report

Your report must be emailed to [infoculture@ottawa.ca](mailto:infoculture@ottawa.ca).

Late or incomplete reports will result in ineligibility for subsequent City of Ottawa funding.

## Contact information

If you require assistance in order to complete the report, please contact your cultural funding officer:

[Marlène Barré](#)

English literary arts  
English theatre  
French theatre  
Amateur arts

[Anik Després](#)

French literary arts  
Arts services and arts venues  
Arts events and arts festivals

[Marie-Christine Feraud](#)

Dance  
Independent film and video  
Visual arts  
Arts training and arts education (Multidisciplinary organizations)

[Adrija Kličius](#)

Music  
Arts training and arts education (Music organizations)  
Amateur arts (Music organizations)

## General inquiries

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