

2018-2019 Grants to Professional Arts Organizations

Project Assistance Program

Application Form and Submission Criteria

APPLICATION DEADLINE June 29th, 2018, 4:30PM

*Projects beginning August 15th, 2018 through June 30th, 2019

Staff Contact:

Jamie MacLellan
Regional Events and Cultural Initiatives
maclelaj@halifax.ca
(902) 490-1039



HALIFAX

Application Form

Contact Information

| |
|-------------------------------------|
| Name of Organization: |
| Address of Organization: |
| Non Profit Registration #: |
| Date of Incorporation: |
| Contact Person: |
| Chairperson: |
| Executive Director (if applicable): |
| Artistic Director (if applicable): |

| | |
|---|------------------|
| Mailing Address of Organization: (if different than above) | |
| Contact Ph. (1): | Contact Ph. (2): |
| Contact Email: | |

Organizational Information

| | |
|--|--|
| Category Please Indicate your Organization's Primary Function by Checking One | |
| Presenter | |
| Producer | |
| Service Organization | |

If yes, please provide your organization's CRA registration # _____

Project Information

Project Title:

Project Location(s):

Project Start*: _____ / _____ / _____ End: _____ / _____ / _____

M/D/Y

M/D/Y

Amount Requested: _____ Total Project Expenses: _____

Primary Contact:

Signature

Position

Date

Board Chair: _____ Date: _____

Signature

*Applications to the 2018/19 Grants to Professional Arts Organizations- Project Assistance Program must indicate effective start dates between August 15th, 2018 and June 30th, 2019.

Project Description (Brief):

Submission Requirements

Please attach responses to the application form above and submit collectively as your completed application.

Please number each response corresponding to the number listed below.

Please use standard letter (8.5x11 inch) paper with black, 12point type, printed on one side.
Please submit 1 unbound or electronic copy of the full application.

Project Description (Full)

1. Please attach a description of the activity for which you are applying for funding. Descriptions should include all relevant details and project background, conceptual and technical information, project purpose, location, perceived impact, artists and partners involved, etc. (2 pages)
2. Project Schedule. Include all phases of the project from inception to project completion.
3. Brief background information on the applicant organization (recent activities, role in the community, etc.) and the participating artists (brief role description, artist statement, and CV for all named contributors).
4. Financial Information. Please complete the attached Budget Worksheet (p.7) and include all relevant, detailed budget information for the project. Please indicate whether funding contributions listed as revenues are CONFIRMED or PENDING. *Applicants must list all HRM funding received in current and previous fiscal year.

Support Material

Support material should include any material relevant to the application and the specific project proposed. Material may include digital images and documentation, audio and video files, written material, scripts, scores, renderings or drawings as well as catalogues, promotional materials and reviews.

The submission of support materials should be concise- inclusions should be strategic, with the intent of directly informing the selection committee's understanding of the proposed project. Directing the attention of the committee to specific aspects of the support material, and their relevance to the proposed, are encouraged.

| TITLE | MEDIA/TYPE OF ITEM | ARTIST/CONTEXT |
|-------|--------------------|----------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |

The name of the submitting organization should appear on all support material. The Municipality is not responsible for any lost or missing material.

Digital Support Material

Support material should be submitted with all applications to the Project Assistance to Non-Profit Arts Organizations program. Test your material before you submit it to ensure that it is formatted correctly.

Videos must be:

- in .avi, .mov, .mpg, or .mpeg format; and
- viewable with QuickTime, RealPlayer, Windows Media Player or VLC.

Audio files must be:

- uncompressed in .aif, .aiff, .wav format; or
- lossless (.flac, .m4a, .mp4); or
- compressed (.mp3, .wma).

Digital images must be submitted:

- in jpg file format;
- a maximum of 1 MB file size;
- a maximum resolution of 1024 x 768 pixels; and
- RGB or greyscale.

File names must be in the following format: **01yeartitle.jpg** (image number, year of the work, title/description of the work). Do not put any special characters, symbols, periods, quotation marks (such as # / - "&) or spaces in any file name.

The Municipality recommends applicants adhere to the general guideline of 10 files/items when submitting support material.

Project Budget Worksheet

Expenses

| EXPENSE CATEGORY | AMOUNT |
|--|--------|
| Project Costs- Specify | |
| Artist/Professional Fees | |
| - | |
| - | |
| - | |
| - | |
| - Promotion, Marketing and Publicity | |
| Other (Specify) | |
| - | |
| - | |
| Total Expenses* (must equal Revenues) | |

Revenues

| EXPENSE CATEGORY | AMOUNT |
|---|--------|
| Applicant Contribution | |
| Earned Revenue | |
| Canada Council | |
| Communities Culture and Heritage/Arts NS | |
| Other Governmental Agencies | |
| Corporate or Private Sponsorship | |
| In-Kind | |
| Other Sources (Specify) | |
| - | |
| - | |
| Subtotal | |
| Requested Municipal Project Assistance | |
| Total Revenues* (must equal Expenses) | |

Applicants must disclose any municipal funding received over the past three (3) years, including fiscal 2017-2018 (and any requested funds from 2018-2019). Incl. Grants, Tax Relief and other Subsidies.

| YEAR | HRM FUNDING PROGRAM | AMOUNT | CONFIRMED (y/n) |
|------|---------------------|--------|--------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Submission Information

The Deadline for Applications is June 29th, 2018, 4:30PM

Applications must be received by the program officer or designate prior to the deadline as listed. If sent via Canada Post applications must be postmarked on or before June 29th

The program officer will not consider late submissions under any circumstances. Extensions to the stated deadline will not be granted.

Applications should be clearly labelled 'Project Assistance to Arts Organizations' c/o Jamie MacLellan and delivered to:

In-Person/Courier

3rd Floor Dartmouth Ferry Terminal
88 Alderney Drive, Dartmouth, NS
B2Y 2N5

By Regular Mail

Culture & Events
Halifax Regional Municipality
PO Box 1749 Halifax, NS B3J 3A

Email

artgrants@halifax.ca