

2010 Community Investment Program Arts and Museum Building Operating Grant Application

The deadline for submission of this application is 4:30 p.m. on June 1, 2010. Incomplete or late applications will not be accepted or considered. Applications must be received at the office of the Edmonton Arts Council 2nd Floor, 10440-108 Ave, Edmonton, AB, T5H 3Z9.

I. General Information

Name of Organization

Address

Postal Code

Telephone

Fax

Primary Contact

Title

Email Address

President/Chairperson

Address

Postal Code

Fiscal Year End (dd/mm/yyyy)

Total square footage including tenants' and commercial space

II. Declaration of Officers:

In making this application, we the undersigned officers of the applicants, hereby represent to the City of Edmonton through the Edmonton Arts Council and declare that to the best of our information and belief the information provided is truthful and accurate; the application is made on behalf of the organization named on this page with its full knowledge and consent; the applicant organization meets all of the criteria of fundamental eligibility to apply for a 2010 City of Edmonton Community Investment Program Arts and Museum Building Operating Grant through the Edmonton Arts Council.

Dated at Edmonton, Alberta this _____ day of _____, 2010.

Signature of Officer

Name (please print)

Title

Signature of Officer

Name (please print)

Title

The information on this application is being collected under the authority of Section 33(c) of the FOIP Act and will be used by the Edmonton Arts Council to determine eligibility for a Community Investment Program Grant and for purposes of administering the Community Investment Grant Program. The aggregate data may be used for program planning and evaluation. All information collected by the City of Edmonton and the Edmonton Arts Council is protected by the provisions of the FOIP Act. You may direct questions about the collection, use or disclosure of your personal information by this program to the Edmonton Arts Council at (780) 424-2787.

III. All Applications must include the following:

1. A brief profile of your organization and its background. Please limit the profile to one page.
2. A brief description of the facility and its uses, including a description of how the facility is accessible for use by outside organizations, groups or persons.
3. List of outside organizations, groups or persons who have utilized your facility, paid or otherwise, and a brief description of the activity during the last fiscal year. Eg. Performances, visual art exhibitions, entertainment events, festivals etc. , identified as commercial/non-commercial.
4. Completed Attachment 1- Financial Information Form.
5. Completed Attachment 3-Additional Information. This information will not be used in calculating your grant allocation. It will assist the EAC in the future development of this program.
6. Please include with your application:
 - Copy of current lease, rental agreement or proof of ownership*;
 - The most recent audited or reviewed financial statements**;
 - A current list of Board of Directors including names and addresses of all members***;
 - The most recent annual report or minutes from the most recent Annual General Meeting***;
 - A copy of the society's by-law's and amendments to by-laws***;
 - Proof of Filing of most recent annual return submitted to Corporate Registry of the Province of Alberta***.

If you wish, you may attach relevant support material. Contact the EAC office for details on submission of materials.

* Must be included if you are a first time applicant, or if there have been changes to your lease, rental agreement or ownership status since your last application.

** **Financial Statements must include a schedule (separate breakdown of revenues and expenses) for building operations and maintenance excluding any commercial or retail space.**

*** If this information was included in your application to the 2010 Community Investment Arts Operating Program or the 2010 Community Investment Festival Operating Program, the EAC has this information on file. If any amendments to the society's by-laws have been passed since your last application to this program, please include those amendments with this application.

IV. Successful applicants will be required to provide the following:

1. Reasonable recognition of financial support by the Edmonton Arts Council and the City of Edmonton including logos on posters, programs and purchased ads.
2. If your organization does not intend to apply for building operating funding in 2011, a financial report is required within 90 days of your fiscal year end. Otherwise, applications for 2011 building operating funding will be accepted as final reports for 2010.

The Freedom of Information and Protection of Privacy Act (FOIP) regulates the collection and disclosure of personal information by municipalities and municipal boards and agencies. The privacy of personal information requested in the Community Investment Grant applications is protected by the FOIP Act. Organizational information may not be protected from disclosure in the interest of subjecting local government activity to public scrutiny. Aggregate information about programs funded through Community Investment Grants may be compiled and reported. Your organization will be contacted if any third party requests specific organizational information contained in your application.

2010 Community Investment Program Arts and Museum Building Operating Grant Information

Purpose:

Faced with rising costs and providing services to a growing population, not-for-profit arts and museum organizations that own or lease buildings for their activities and for use by other community groups have experienced difficulties in meeting their budgets for the operation of their buildings. To ensure that costs are manageable, and that facilities remain primarily dedicated for use by a range of not-for-profit arts and cultural groups, funding will support a portion of the costs associated with maintaining clean, well-lighted, heated and secure facilities that will be accessible by the public.

The Arts and Museum Building Operating Grant program is not intended for capital expenditures, for endowment purposes, to support normal season or operations, or to fund administration costs. Additionally, the grants are not intended to support organizations that are primarily training or educational institutions

Eligibility:

The Arts and Museum Building Operating Grant will provide a sustainable funding mechanism to support not-for-profit arts and/or cultural organizations that own or have long-term leases on concert halls, live theatres, galleries and museums. This excludes cultural facilities that are part of educational institutions, recreation centres, community leagues, health facilities and churches. It does not include private artist studios, or administrative offices rented or owned by not-for-profit arts and cultural groups. Provincial facilities such as the Royal Alberta Museum and Jubilee Auditorium, and those owned and operated the City of Edmonton, e.g., Fort Edmonton Park, are not eligible.

This grant is not intended to replace other funding available through the programs offered by the Edmonton Arts Council or the City of Edmonton.

Definitions:

For the purposes of the Community Investment Program Arts and Museum Building Operating Grant, the following definitions will apply: In accordance with Bylaw 14157 "Community Investment Grant Program",

Art defined as "all those symbolic representations transmitted through the media of music, drama, dance, visual arts, literature and craft and combinations thereof".

Museum defined as "a non-profit, permanent institution in the service of society and of its development, and open to the public, which acquires, conserves, researches, communicates and exhibits, for purposes of study, education and enjoyment, material evidence of people and their environment".

Application Procedure:

Completed applications for a 2010 Community Investment Program Arts and Museum Building Operating Grant must be received at the Edmonton Arts Council 2nd Floor, 10440-108 Ave, Edmonton, AB, T5H 3Z9 no later than June 1, 2010. Incomplete applications or applications received after this date will not be considered.

Assessment and Level of Support:

The Arts and Museum Building Operating Grant is a formula based grant. Grants may be awarded, subject to availability of funds, to a maximum of 25% of the total annual expenses directly attributable to facility operations (including heat, water, power, insurance, security, custodial, facility dedicated personnel or equivalent in time allocation, etc). In 2010, grant calculations will be based on the applicant's 2009/10 fiscal year actuals. Grant recommendations will be approved by the Board of Directors of the Edmonton Arts Council who will then make 2010 Community Investment Program Arts and Museum Building Operating Grant recommendations to Edmonton City Council.

Reporting:

If your organization does not intend to apply for building operating funding in 2011, a financial report is required within 90 days of your fiscal year end. Otherwise, applications for 2011 building operating funding will be accepted as final reports for 2010.

For more information about the Community Investment Program, please contact Sally Kim at 780-424-2787 ext226 or email skim@edmontonarts.ca.

2010 Community Investment Program Arts and Museum Building Operating Grant

Attachment 1 - Financial Information Form

Maintenance Expenses	2009 Fiscal Actual	2010 Projected
Interior cleaning (regular scheduled janitorial service)	\$	\$
Repairs and maintenance to interior	\$	\$
Repairs and maintenance to support equipment	\$	\$
Light and power	\$	\$
Interior heating	\$	\$
Outside maintenance	\$	\$
Maintenance & repair energy conservation equipment	\$	\$
Building personnel salary(s)	\$	\$
Salaries for building maintenance staff	\$	\$
Painting of interior walls	\$	\$
Cleaning of carpet and walls	\$	\$
Rent or lease/mortgage payments	\$	\$
Other (specify)	\$	\$
Other (specify)	\$	\$
Other (specify)	\$	\$
A) Total Maintenance Expenses	\$	\$

Security Expenses	2009 Fiscal Actual	2010 Projected
Insurance	\$	\$
Security during public access	\$	\$
Basic alarm system (monitoring and one telephone line)	\$	\$
Public safety expenses (define)	\$	\$
Other (specify)	\$	\$
Other (specify)	\$	\$
B) Total Security Expenses	\$	\$

TOTAL EXPENSES	\$	\$
C) (A+B)	\$	\$

Commercial/Retail, Administrative Activity Not Associated with your Operation	YES	NO
Do you have commercial/retail tenants, such as a privately-owned restaurant?		
If yes, amount of space dedicated to commercial/retail activity? (percent of total building or total square footage)		
Do the expenses itemized above (Box C) include the commercial/retail space?		
Do you lease/rent space for administration/private offices?		
If yes, amount of space dedicated to administrative activity? (percent of total building or total square footage)		
Do the expenses itemized above (Box C) include the administrative space?		

2010 Community Investment Program Arts and Museum Building Operating Grant

Attachment 2 - Designated Funds

Attach a summary of the designated funds held by the applicant.

Indicate the total funds designated, as of the end of the most recently ended fiscal year, to each of the following:

- A. **capital replacement or purchases**, specify the items and the replacement or purchase schedule including costs and timings.
- B. **future special projects** (tours, promotions, etc.), briefly describe those projects and indicate total projected costs.
- C. **other purposes** (contingency, scholarships, etc.), identify those purposes and total funds designated to each.

Additionally, Edmonton Arts Council Policy states **that if an organization holds an undesignated reserve of funds that exceeds one year's operating expenses for that organization's activities relevant to the grant application, the Edmonton Arts Council shall consider the surplus in deciding on grant recommendations for that organization.** Designated surpluses must be itemized according to guidelines set by the Edmonton Arts Council. These guidelines are outlined as A, B, C above. Please note that in accordance with Bylaw 14157 and Policy C211F, support through the City of Edmonton Community Investment Program may be provided to **a maximum of 25% of the applicant's operating budget.**

**2010 Community Investment Program
Arts and Museum Building Operating Grant**

Attachment 3 - Additional Information

Revenues	2009 Fiscal Actual	2010 Projected
Facility rental (one-off users)	\$	\$
Lease (commercial/admin tenants, organizations in residence, etc)	\$	\$
Other (specify)	\$	\$
Other (specify)	\$	\$
Other (specify)	\$	\$
Other (specify)	\$	\$
Total Revenues	\$	\$

Anticipated major or capital expenditures (Brief description and anticipated year of expenditure)	Year
	\$
	\$
	\$
	\$
	\$