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## 2010 Community Investment Program Arts Operating Grant Application

The deadline for submission of this application is **4:30 p.m. on December 1, 2009**. Incomplete or late applications will not be accepted or considered. Applications must be delivered to the office of the Edmonton Arts Council 10440 - 108 Avenue, Edmonton, AB T5H 3Z9.

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### I. General Information

Name of Organization

Address

Postal Code

Telephone

Fax

Primary Contact

Title

Email Address

President/Chairperson

Address

Postal Code

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### II. Grant Request

This amount must match the amount budgeted in Attachment 1: \$ \_\_\_\_\_

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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.

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### III. 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 Operating Grant through the Edmonton Arts Council.

Dated at Edmonton, Alberta this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

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Signature of Officer

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Name (please print)

Title

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Signature of Officer

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Name (please print)

Title

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### IV. All Applications must include the following:

*Note: There have been some changes and additions to this section of the application. Please review thoroughly to ensure your application is complete.*

1. **A summary of the organization's program and activities. This must include:**

- i. A statement of the organization's artistic goals or mandate.
- ii. A description of the organization's activities during the past artistic season including an evaluation of those activities particularly in reference to the goals of the organization and original plans for that season.
- iii. A summary of total attendance (or, if your organization is not a performing arts organization, then total membership, book sales etc., as applicable).
- iv. A summary of the programs and activities planned for the current season.
- v. If the organization supports a school or training institution, a detailed description of the activities of that school or training institution identifying the relationship between that school or training institution and the other activities of the organization. Revenues and expenses directly associated with the school or training institution must be separated from the overall revenues and expenses of the organization (See Attachment 1- Boxes G and I). Please limit your description to a maximum of one page.
- vi. Any additional information you would like considered (this may include information that you feel makes your organization unique).

2. **A summary of the organization's community relations. This must include a description of:**

- i. How the organization supports Edmonton area artists (this may include, if applicable, the total number of performing or creative artists supported by the organization and the number of those who live within the greater Edmonton area).
- ii. How the organization works and co-operates with other arts and community organizations in Edmonton, identifying those organizations.
- iii. The organization's volunteer program including, if applicable: the number of volunteers and number of hours of service contributed by those volunteers in the past season, the tasks undertaken by volunteers as well as methods used to recruit, train and recognize volunteers.
- iv. Any additional information you would like considered.

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3. **A summary of the organization's financial activities including:**
    - i. Completed Attachment 1-Financial Information Forms.
    - ii. If applicable, a summary of the purpose for any designated funds held by the organization (see Attachment 2).
    - iii. If applicable, a summary of any substantial changes in operating budgets and/or projections between the current fiscal year and the next fiscal year.
    - iv. If the organization receives a grant from another municipal government, an estimate of the percentage of the organization's total expenses spent directly in Edmonton to Edmonton-based suppliers, artists, etc.
    - v. If the accumulated short term debt incurred on operations exceeds 15% of annual operating budget, a description of the debt management plan or repayment schedule.
  4. **Completed Attachment 3** - Statistics
  5. **A list of the current Board of Directors** including names, addresses and position of each member.
  6. **The most recent annual report** or, minutes of the most recent Annual General Meeting of the society including all related reports.
  7. **The financial statements, including a balance sheet and statement of revenue and expenses, presented to the members of the society at the most recent AGM.** These financial statements (for the last fiscal year) must be verified in the following manner:
    - Funding requests of less than \$25,000 require financial statements independently reviewed and/or signed by board members other than the Treasurer as specified in your Society Bylaws.
    - Funding requests of \$25,000 to \$100,000 require reviewed financial statements with a review engagement report signed by a CA, CGA or CMA.
    - Funding requests greater than \$100,000 require audited financial statements audited and signed by a CA, CGA or CMA with an auditor's report.
  8. **The most recent financial statements of any organization related at less than "arms length"** to the applicant organization, (e.g., Foundations, support organizations), if applicable.
  9. **A description of any major changes in the organization in the past year.** This includes significant changes in financial operations, organizational structure, personnel etc.
  10. **By-laws of the society** if this is the first application by the organization. Please submit filed and stamped copy from Corporate Registry.
  11. **Amendments to the society's by-laws** passed between the last application and this application, if applicable. Please submit filed and stamped copy from Corporate Registry.
  12. **Proof of Filing the most recent Annual Return** with Corporate Registry of the Province of Alberta.
  13. **Examples of recognition of support** by both the City of Edmonton and the Edmonton Arts Council during the past season are required unless you are a new applicant. It is a condition of the Community Investment Grant that you include both the logo of the City of Edmonton and the logo of the Edmonton Arts Council whenever such recognition is given.
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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 Arts Operating Community Investment Grant Attachment 1 - Financial Information Form

<b>A) Earned Revenue</b>	<b>Last Fiscal Year Actual</b>	<b>**Current Fiscal to 09/30/09</b>	<b>Current Fiscal Projections</b>	<b>Next Fiscal Budget</b>
Subscriptions				
Admissions				
Performance/Service Fees				
Memberships				
Workshops/classes/etc.				
Touring				
Concession (net)				
Facility rental				
Souvenir/program sales/merchandise				
Other (specify)				
<b>Total Earned Revenue</b>				

<b>B) Fundraising</b>	<b>Last Fiscal Year Actual</b>	<b>Current Fiscal to 09/30/09</b>	<b>Current Fiscal Projections</b>	<b>Next Fiscal Budget</b>
Corporate sponsorship/donations (cash)				
Individual donations (cash)				
Foundations grants				
Bingo (net)				
Casino (net)				
Raffle (net)				
Other (specify)				
<b>Total Fundraising</b>				

<b>C) Donated Goods and Services in Kind</b>	<b>Last Fiscal Year Actual</b>	<b>Current Fiscal to 09/30/09</b>	<b>Current Fiscal Projections</b>	<b>Next Fiscal Budget</b>
Specify				
<b>Total Donated Goods and Services in Kind<sup>1</sup></b>				

\*\* This column is required only if the organization's year-end occurs prior to July 31, 2009.

<sup>1</sup> If the value of Donated Goods & Services(C) exceed 15% of Total Revenue (F), a detailed breakdown of Total Donated Goods & Services must accompany this application. Please indicate if the value of donated goods and services in kind are recognized on the organization's audited/reviewed financial statements.

**2010 Community Investment Program Arts Operating Grant  
Attachment 1 - Financial Information Form**

<b>D) Grants</b>	<b>Last Fiscal Year Actual</b>	<b>Current Fiscal to 09/30/09</b>	<b>Current Fiscal Projections</b>	<b>Next Fiscal Budget</b>
<b>Federal</b>				
Canada Council Operating				
Canadian Heritage				
Other (specify)				
<b>Provincial</b>				
Alberta Foundation for the Arts Operating				
Employment (specify)				
Other (specify)				
Other (specify)				
<b>Municipal</b>				
Arts Operating Community Investment				
Other (specify)				
Other (specify)				
<b>Total Grants</b>				

<b>E) Other Income</b>	<b>Last Fiscal Year Actual</b>	<b>Current Fiscal to 09/30/09</b>	<b>Current Fiscal Projections</b>	<b>Next Fiscal Budget</b>
Investments				
Other (specify)				
Other (specify)				
<b>Total Other Income</b>				

<b>F) Total Revenue</b>	<b>Last Fiscal Year Actual</b>	<b>Current Fiscal to 09/30/09</b>	<b>Current Fiscal Projections</b>	<b>Next Fiscal Budget</b>
<b>(A+B+C+D+E)</b>				

<b>G) If applicable, revenue not associated with arts season.<sup>2</sup></b>	<b>Last Fiscal Year Actual</b>	<b>Current Fiscal to 09/30/09</b>	<b>Current Fiscal Projections</b>	<b>Next Fiscal Budget</b>

<sup>2</sup> This is only relevant to those organizations that produce activities in addition to their arts activities. In particular, if the organization supports a school or training institution, the revenue directly related to that should be noted here. The sum of this figure and the figure calculated as Total Revenue (F) should, in the column labeled "last fiscal year actual", correspond to the amount stated on the audited/reviewed financial statements.

**2010 Community Investment Program Arts Operating Grant  
Attachment 1 - Financial Information Form**

<b>H) Expenses</b>	<b>Last Fiscal Year Actual</b>	<b>Current Fiscal to 09/30/09</b>	<b>Current Fiscal Projections</b>	<b>Next Fiscal Budget</b>
Artist Fees/Salaries/Honoraria				
Production/Exhibition				
Volunteer Program				
Newsletter/Communications				
Marketing/Promotion				
Administration/Management Salaries				
Office Rent				
Office Materials and Equipment				
Fundraising				
Other (specify)				
Other (specify)				
Other (specify)				
<b>Total Expenses</b>				

<b>I) If applicable, expenses not associated with arts season.<sup>3</sup></b>	<b>Last Fiscal Year Actual</b>	<b>Current Fiscal to 09/30/09</b>	<b>Current Fiscal Projections</b>	<b>Next Fiscal Budget</b>

<b>Summary</b>	<b>Last Fiscal Year Actual</b>	<b>Current Fiscal to 09/30/09</b>	<b>Current Fiscal Projections</b>	<b>Next Fiscal Budget</b>
Total Revenue (Box F)				
Total Expenses (Box H)				
Surplus (Deficit)				
Accumulated Surplus (Debt)				
Total Designated Funds —see Attachment 2				

<sup>3</sup> As stated in the previous note, this is only relevant to those organizations that produce activities in addition to their arts activities. In particular, if the organization supports a school or training institution, the expenses directly related to that should be noted here. The sum of this figure and the figure calculated as Total Expenses (H) should, in the column labeled "last fiscal year actual", correspond to the amount stated on the audited/reviewed financial statements.

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## 2010 Arts Operating Community Investment 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. **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 Jury 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 above. Please note that in accordance with Bylaw 14157 and Policy C21 1F, support through the City of Edmonton Community Investment Program may be provided to a **maximum of 25% of the applicant's operating budget.**

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## 2010 Arts Operating Community Investment Grant Attachment 3 - Statistics

Please complete Attachment 3 even if this information is included in sections IV, 1 and 2.

Year of incorporation	
Fiscal year end (MM/DD/YYYY)	
Number of Volunteers	
Number of Volunteers hours	
Total paid attendance, if applicable	
Average ticket price, if applicable	
Minimum ticket price	
Maximum ticket price	
Total membership, if applicable:	
Total book sales, if applicable:	
Total subscriptions, if applicable:	
Other (please specify), if applicable:	
Total number of Edmonton members, if applicable	
Number of performances, if applicable	
Number of productions, if applicable	
Total number of artists employed/contracted	
Total number of artists who live in the greater Edmonton area	
Total number of full time, year round employees	
Total number of full time, seasonal employees	
Total number of part time, year round employees	
Total number of part time, seasonal employees	
Total number of short term contracts	
Total number of employees who live in the greater Edmonton area	
If your organization serves the province, percentage of your total expenses spent directly in Edmonton to Edmonton based suppliers, artists, etc.	

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# 2010 Community Investment Program

## Arts Operating Grant

### **Eligibility:**

To be eligible for an Arts Operating Community Investment Grant, an organization must be a non-profit society that has been registered as a non-profit society for at least one year. The primary activities of the organization must be in the arts and must take place within the corporate limits of the City of Edmonton. Additionally, applicants should be advised that the grants are not intended to support organizations that are primarily training or educational institutions. Organizations in arrears with the City of Edmonton at the date of application are not eligible for funding through the Community Investment Program.

### **Evaluation criteria:**

All applications will be evaluated by an Arts Peer Jury appointed by the Edmonton Arts Council. This Jury will make recommendations to the Board of Directors of the Edmonton Arts Council who will then make 2010 Arts Operating Community Investment Grant recommendations to the City of Edmonton.

The Arts Peer Jury will base their grant recommendations on their assessment of the proven or potential merit of the application. In determining merit, the Jury will use factors identified and weighted in City of Edmonton Bylaw 14157 and Policy C211F which directs this program. Those factors are grouped into three areas:

#### **1. Program & Activities Factors (weighted 50%)**

- The applicant's activities are directed to the improvement of the quality of life in Edmonton
- The applicant conducts its activities primarily in, and for the benefit of the residents of Edmonton
- The activities of the applicant are of a quality to merit public support
- The applicant demonstrates innovation in its programming and activities
- The applicant demonstrates audience support and response
- The applicant reaches beyond its membership in its activities and support
- The applicant's activities are supported, guided or directed by persons with accredited or professional qualifications or with relevant experience
- The applicant's activities bring provincial, national or international recognition to Edmonton

#### **2. Community Relations and Outreach Factors (weighted 30%)**

- The applicant encourages the participation of Edmontonians
- The applicant collaborates with other non-profit organizations in pursuing its objectives
- The applicant encourages membership in its organization
- The applicant has a strong volunteer program

#### **3. Financial Factors (weighted 20%)**

- The applicant expends its financial resources in Edmonton
- The applicant manages in a responsible manner
- The applicant demonstrates fiscal responsibility
- The applicant demonstrates initiative and success in generating revenue other than municipal funding
- Consideration will be given to applicants who do not receive significant funding from other municipal governments

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## Tips

### **Attend a workshop**

An information session/workshop on the grant application and grant review process is available to all eligible organizations. An information session/workshop is especially recommended for first time applicants and those who have received jury feedback to work with the Edmonton Arts Council grants staff to improve their applications. Please contact the EAC office to arrange individual appointments.

### **Be clear and concise**

Remember, this is an operating grant – we want to know who you are, what your organization has been doing and what your organization is planning to do.

The EAC Peer Juries wish to recognize organizations that submit clear, informative, accurate grant applications. The jury may, at its discretion, award an additional \$100 to the organization that submits the clearest grant application.

### **Ensure financial information is in order**

- Your organization's reviewed financial statement must correspond to Column I (Last Fiscal Year Actual) in Attachment 1 of the application.
- Additionally, your organization's grant request as indicated on the front page must match your budgeted grant request in Attachment 1.

### **Follow Formatting Guidelines**

- Do not use any covers, binders, staples or paper clips.
- Applications should be submitted on 8 ½" x 11" white paper, single-sided with at least 1" margins in 12-point font, portrait orientation.
- If the applicant requires the return of supporting materials such as videos or CD's, please enclose a self-addressed envelope with sufficient pre-paid postage.

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## Frequently Asked Questions

### **What is an operating grant?**

Arts organizations incur certain costs in their day-to-day operations including artistic and administration expenses, marketing and promotional expenses and expenses associated with the production of a season or program. This grant is meant to support those day-to-day expenses.

### **Where does the funding come from and how much is available?**

The Edmonton Arts Council manages the City of Edmonton arts and festival operating grants through the Community Investment Program. The City of Edmonton allocates funding from its tax base to the EAC on an annual basis to support this program. In 2009, \$1,927,950 was allocated to 99 arts organizations. The City of Edmonton's final budget decisions for 2010 will be made in December.

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## How will my application be evaluated?

- The City of Edmonton, in consultation with the arts community, has adopted a policy that identifies the evaluation criteria (listed as factors under Evaluation Criteria) that are to be used in assessing the merits of an applicant to the Community Investment Program Arts Operating Grant.
- The factors are grouped into the three general areas listed above as 1. Program & Activities, 2. Community Relations & Outreach, and 3. Financial. These factors are included in the grant application form for the information and guidance of applicants. It is expected that applicants refer to those factors when describing or documenting on their grant application how their organization performs or, indeed, excels in that area.
- The general areas are weighted in the City policy as follows: Program & Activities (50%), Community Relations & Outreach (30%), Financial (20%).
- While the factors are detailed and reasonably precise, many require subjective analysis to determine the impact of the applicant's activities in a specific criteria area.
- There is no expectation that an applicant excel in all factors in a general area in order to make a convincing case for overall acceptability or even excellence in that general area.
- No factor carries more weight or import than any other within each of the three general areas.
- In all cases, expectations are relative to the size, artistic scope and mandate of the organization.
- The EAC selects jury members based on nominations from nine different types of arts organizations. This is done in recognition that there are issues pertaining, in varying degrees, to different types of arts organizations. The purpose is therefore to ensure as wide a range of perspectives as possible in the grant process. In particular, a juror is expected to understand the expectations, with respect to the evaluation factors, appropriate for arts organizations in the category from which the juror was nominated.
- Jurors are discouraged, however, from acting as advocates for one particular type of arts organization or activity. The jury should seek consensus on all grant decisions and work towards the benefit of all applicants and the City of Edmonton.
- Juries shall retain the authority to increase or decrease any grant recommendation by any amount with no formal warning required in advance. Juries, however, should note that the EAC prefers that, prior to significant reductions in a grant, applicants receive clear warnings or cautions if a jury is concerned about any aspect (related to the evaluation criteria) of the activities of the applicant.
- Comments/feedback shall be attached to all letters notifying applicants of results.

## When will I know the results of my application?

The jury aims to have grant recommendations approved by Edmonton Arts Council Board of Directors by mid-April. You will be notified of the grant recommendation at that time and given 10 days in which to appeal the jury recommendation. Once the appeal process is complete, the recommendations must be approved by Edmonton City Council. Cheques are normally in the mail by the end of May.

**For more information please schedule a workshop, visit our website [edmontonarts.ca](http://edmontonarts.ca) or contact Sally Kim at [skim@edmontonarts.ca](mailto:skim@edmontonarts.ca) or via telephone 780-424-2787 xt226.**