

2010 Community Investment Program Travel Grant Application

The deadlines for submission of this application are **4:30 p.m. on February 1st, June 1st, or October 1st, 2010**. Incomplete or late applications will not be accepted or considered. Applications must be delivered to the office of the Edmonton Arts Council, Prince of Wales Armoury, 2nd Floor, 10440 108 Avenue, Edmonton, AB T5H 3Z9.

I. General Information

Name of Applicant

Primary Contact (if the applicant is an organization or group)

Address

Postal Code

Telephone

Fax

Email Address

Travel to (City)

(Country)

Reason for travel

Travel Start Date

Travel End Date

II. Declaration of Applicant

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

Dated at Edmonton, Alberta this _____ day of _____, 20_____.

Signature of Applicant

III. All Applications must include a description of the following:

- The Project.
- How the project will benefit you.
- How the opportunity resulting from the travel is unique and not available in Edmonton.
- How the project will bring benefit to the community.
- An itemized breakdown of travel costs, expected or incurred, associated with the project.

Notes:

- Please be as clear and concise as possible.
- If you are traveling as part of a group project, but are applying individually, please state in your application that you are traveling as a group. (For example, a member of ABC Choir traveling to Toronto to perform with ABC Choir, but applying as an individual chorister.)
- The Travel Grant Program is intended to assist an Applicant to pay travel expenses such as air or ground transportation, and does not normally support food, accommodation or other costs. If this project is being supported through other grants, sponsorships or personal funds, please indicate so.
- **If travel as described in the application does not take place, any travel funds awarded must be returned to the Edmonton Arts Council within two application deadlines.**
- Applicants are asked to refrain from using special covers or binders, staples and paper clips. Applications should be submitted on single sided paper with at least 1" margins in 12-point font.

IV. All Applications must include the following attachments:

1. Individuals must attach a current resume or c.v.
2. Organizations must attach:
 - A list of names of individuals who are traveling from Edmonton to take part in the project.
 - The most recent audited 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-laws, if this is the first application to this program.
 - A copy of the society's amendments to by-laws, if applicable.
 - A copy of the most recent annual return submitted to Corporate Registry of the Province of Alberta.
 - A copy of the Proof of Filing of the most recent annual return submitted to Corporate Registry of the Province of Alberta.

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

1. A final report when travel is complete, including:
 - A summary of benefits.
 - Verification of travel.

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.

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.

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Purpose: Travel grants are intended to assist an Applicant to pay round trip transportation costs from Edmonton to a destination for the purposes of training, development, presentation or marketing in the arts or festivals.

Eligibility: Support is limited to individuals or registered non-profit organizations. Non-profit organizations that receive an operating grant (community investment grant) through the City of Edmonton are not eligible to receive a travel grant during the same period. Applicants must be residents of Edmonton. Organizations or individuals in arrears with the City of Edmonton at the time of application are not eligible to receive a grant.

Application Procedure: Applications may be submitted in advance of the travel dates or within 90 days of completion of travel. Completed applications for a Community Investment Program Travel Grant must be received at the Edmonton Arts Council at 2nd Floor, 10440 108 Avenue, Edmonton, AB T5H 3Z9 prior to 4:30 p.m. on February 1st, June 1st or October 1st. Incomplete applications or applications received after the deadline will not be considered. Where the deadline falls on the weekend or a statutory holiday, applications must be received by the next business day.

Assessment: In deciding who will receive funding and the amount of funding, the Edmonton Arts Council is guided by peer jury review in accordance with established procedures. A Peer Jury appointed by the Edmonton Arts Council will evaluate all applications. This Jury will make recommendations to the Board of Directors of the Edmonton Arts Council who will then make Community Investment Program Travel Grant recommendations to the City of Edmonton.

Evaluation Criteria: The 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 assess the applications using the following 3 factors:

- Demonstrates benefit to the applicant.
- Demonstrates that the opportunity is unique and not available in Edmonton.
- Demonstrates that the applicant's proposed activity will bring benefit to the community.

Level of Support: Funds available in the Community Investment Program Travel Grant are limited. Grants may be awarded, subject to availability of funds:

- Normally to a maximum of \$500.
- To an individual or group for one project once annually.
- To an individual or group for travel to the same destination for the same project for a maximum of two consecutive years.
- **If travel as described in the application does not take place, any travel funds awarded must be returned to the Edmonton Arts Council within two application deadlines.**

Reporting: The recipient of a grant from this program must submit a report when travel is complete. This report should include:

- A summary of benefits.
- Verification of travel (i.e. a photocopy of boarding pass or similar receipt).

For more information about the Community Investment Program, please contact Laurie Stalker at 780-424-2787 xt225 or lstalker@edmontonarts.ca