

## 2010 Community Investment Program Festival Seed Operating Application

The deadline for submission of this application is **February 1, 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 Festival

Festival Dates

Primary Location

Name of Organization

Primary Contact

Title

Email Address

Website

Address

Postal Code

Telephone

Fax

President/Chairperson

Address

Postal Code

### II. Grant Request

This amount must match the amount budgeted: \$ \_\_\_\_\_

*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 Applicant

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 Festival SEED Operating Grant through the Edmonton Arts Council.

Dated at Edmonton, Alberta this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

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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

Please continue to page 3.

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**First-time applicants to this grant program are encouraged to contact Sally Kim at (780) 424-2787 prior to preparing this application.**

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

1. An evaluation of the previous festival or a detailed description of the upcoming festival produced by the applicant, including:
  - The festival theme and core program content;
  - The number of free events, ticketed events, and the price of tickets;
  - Projected total attendance, including total paid attendance and total free attendance. Describe the methods that will be used to calculate free attendance;
  - The organization's volunteer program including the number of volunteers and the number of hours of service expected. Describe the tasks undertaken by volunteers as well as methods used to recruit, train and recognize volunteers;
  - Any collaborative or cooperative partnerships or ventures with other non-profit organizations;
  - How the festival will contribute to the cultural development of Edmonton and improve the quality of life of Edmontonians;
  - Any additional information you would like considered.
2. A list of the current Board of Directors including names, addresses and the position of each member on the board.
3. The most recent annual report or minutes of the most recent Annual General Meeting of the society including all related reports.
4. Completed financial information sheets (Attachment 1).
5. If applicable, a summary of the purpose for any designated funds held by the organization (Attachment 2).
6. 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 must be verified in the following manner:
  - Funding requests of less than \$25,000 require financial statements independently reviewed and/or signed by two board members other than the Treasurer as specified in the society by-laws.
  - 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 financial statements audited and signed by a CA, CGA or CMA with an auditor's report.
7. A description of the debt management plan or repayment schedule if the accumulated short term debt incurred on operations exceeds 15% of the annual operating budget.
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. Filed and stamped copy of by-laws of the society if this is the first application by the organization.
10. Amendments to the society's by-laws passed between the last application and this application. Please submit filed and stamped copy from Corporate Registry.
11. A copy of Proof of Filing the most recent annual return submitted to Corporate Registry of the Province of Alberta.

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#### **V. 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 festival funding in 2011, a financial and activities report is required within 90 days of completion of the festival. Otherwise, applications for 2011 festival funding will be accepted as final reports for the 2010 festival.

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# 2010 Community Investment Program Festival Seed Operating Grant Information

**Purpose:** The purpose of the Community Investment Program Festival SEED Grant is to provide limited assistance, subject to availability of funds, to resident non-profit organizations for the purpose of:

- Funding new or emerging festivals
- Funding special projects from existing festivals with an emphasis on joint or collaborative initiatives

## Eligibility:

- The applicant must be an organization that has been registered as a non-profit society in the Province of Alberta for at least one year.
- Applicants may be considered for a Community Investment Program Festival SEED Grant for up to two consecutive years.
- To be eligible for a Community Investment Program Festival SEED Grant, your event must:
  1. have as its main purpose the celebration of some theme of interest and appeal to the general public, i.e., not of interest and appeal solely to members or associates of the organization.
  2. occur within the corporate limits of the City of Edmonton.
  3. have predetermined opening and closing dates.
  4. last longer than 24 hours.

## Level of Support:

- 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.**

## Application Process:

- Completed applications for a Community Investment Program Festival SEED Grant must be received at the Edmonton Arts Council Office prior to 4:30pm on February 1, 2010.
- Incomplete applications or applications received after this date will not be considered.
- Applications will be considered and evaluated by a Festival Peer Jury appointed by the Edmonton Arts Council.
- Applicants are encouraged to contact Sally Kim at 780-424-2787 xt 226 prior to submitting their application.

**Evaluation:** Applications will be evaluated on six criteria defined in City of Edmonton Bylaw 14157 and Policy C211F. They are:

1. The extent to which there is opportunity for volunteers to participate in organizing and implementing the Festival.
2. The extent to which the applicant ensures an appropriate measure of public access. Consideration will be given to free events vs. ticketed events and ticket prices.
3. The extent to which the Festival enhances the quality of life by offering opportunities for Edmonton residents.
4. The extent to which the festival contributes to the cultural development of Edmonton.
5. The extent to which the festival caters to a broad audience.
6. Innovative program development by the applicant.

For more information contact Sally Kim at the Edmonton Arts Council at 780-424-2787 xt226. or [skim@edmontonarts.ca](mailto:skim@edmontonarts.ca)

# 2010 Community Investment Program Festival Seed Operating Grant

## Attachment 1 - Financial Information Forms

<b>A) Earned Revenue</b>	<b>Last Fiscal Year Actual</b>	<b>Current Fiscal Year Projections</b>	<b>Next Fiscal Year Budget</b>
Ticket Sales/Admissions			
Bar/Concession/Memorabilia			
Advertising			
Memberships			
Other (specify)			
<b>Total Earned Revenue</b>			

<b>B) Fundraising</b>	<b>Last Fiscal Year Actual</b>	<b>Current Fiscal Year Projections</b>	<b>Next Fiscal Year 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 Year Projections</b>	<b>Next Fiscal Year Budget</b>
Specify			
<b>Total Donated Goods and Services in Kind<sup>1</sup></b>			

<sup>1</sup> If the value of Donated Goods & Services(C) exceeds 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 Festival Seed Operating Grant  
Attachment 1 - Financial Information Forms**

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

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

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

<b>G) If applicable, revenue not associated with the Festival.<sup>2</sup></b>			
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<sup>2</sup> This is only relevant to those organizations that produce activities in addition to their festival. 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 Festival Seed Operating Grant  
Attachment 1 - Financial Information Forms**

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

<b>I) If applicable, expenses not associated with the Festival.<sup>3</sup></b>			
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<b>Summary</b>	<b>Last Fiscal Year Actual</b>	<b>Current Fiscal Year Projections</b>	<b>Next Fiscal Year 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 events in addition to the Festival. 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 Community Investment Program Festival Seed Operating Grant Application 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 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 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.**