

2010 Community Investment Program Organizational Support Grant Application

Applications must be delivered to the office of the Edmonton Arts Council 2nd Floor, 10440-108 Avenue, 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

II. Grant Request:

\$ _____

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 City of Edmonton Community Investment Program Organizational Support 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.

IV. All Applicants must include the following:

A. Organizational Background:

Brief history, mandate and mission of your organization

B. Project proposal:

Clearly identify the issues/needs to be addressed including any immediate challenge(s)/opportunities the organization is experiencing. Provide the goals for the Consultant, project start and end dates, and tasks/role of staff/key volunteers/board.

C. Project Budget:

Itemize consultant fees and any related expenses.

D. Project Consultant:

If your organization has an individual in mind as a consultant, attach that individual's current resume or CV. Include a statement describing how the proposed consultant fits the needs of your organization.

E. A list of the current Board of Directors including names, addresses and position of each member.

F. The most recent annual report or, minutes of the most recent Annual General Meeting of the society including all related reports.

G. The financial statements with a review engagement report signed by a CA, CGA or CMA.

H. 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.

I. By-laws of the Society and any Amendments to the Society's by-laws.

J. Proof of filing the most recent Annual Return with Corporate Registry of the Province of Alberta.

NOTE: If items E–J are already on file with the Edmonton Arts Council, contact Sally Kim 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:

The Organizational Support Grant is intended for organizations currently experiencing a challenge that may require additional resources and expertise. The program will support the cost of hiring a consultant or specialist to develop a plan to address the issue or need of the organization. Funding is not intended to support implementation.

The Edmonton Arts Council can assist with recruitment/selection of a Consultant. Preference will be given to locally based expertise.

Applicants are advised against signing contracts or making any financial commitments prior to receipt of grant notification. Commitments made by the applicant before grant approval and approved start date of the project are the responsibility of the applicant.

Eligibility:

- The Applicant must be a registered non-profit organization that has been registered as a non-profit organization for at least one year.
- The Applicant's activities must primarily fall within the arts and festival category and take place within the corporate limits of the City of Edmonton.
- Grants are not intended to support organizations that are primarily training or educational institutions.
- Grants are not intended to support ongoing operations or the implementation of consultant recommendations.
- Projects are expected to begin within 30 days approval.
- Consultants must not have an existing or previous (within the past two years) formal relationship with the applicant. This includes being an employee or board member of the applicant.

Level of Support:

- The maximum Organizational Support Grant will not normally exceed \$1,500. The Edmonton Arts Council will be responsible for paying approved invoices related to the project upon receipt of a report from the applicant.

Application Process:

- There is no set application deadline for an Operational Support Grant.
- Completed applications for Operational Support Grant to be delivered to the Edmonton Arts Council Office.
- Applications will be considered and evaluated by the Edmonton Arts Council Board of Directors.
- Applicants are encouraged to contact Laurie Stalker at (780) 424-2787 xt 225 prior to submitting their application.

Evaluation:

Applications will be evaluated on the following:

- Clarity of objectives as described in the project proposal.
- The extent to which the organization demonstrates need for an Operational Support Grant.
- The extent to which the proposed consultant's expertise is seen to fit the organization's needs. (if applicable)

Reporting:

The recipient of a grant from this program must submit a final report verifying that the project took place. The confidential nature of the consultation will be respected and a report from the consultant will not be required.

For more information contact Sally Kim at the Edmonton Arts Council at 780-424-2787 xt226 or skim@edmontonarts.ca