

2011 Community Investment Program Arts and Museum Building Operating Grant

The City of Edmonton and the Edmonton Arts Council recognize that arts and museum facilities are an important part of the community. As with any public facility, the costs associated with maintaining it can often exceed what users of that facility can reasonably support on a per-use basis. The Arts and Museum Building Operating grant program exists to help ensure these facilities remain accessible by the public in the service of a range of arts and cultural activities.

Purpose

The Arts and Museum Building Operating grant will invest in a portion of the costs associated with maintaining clean, well-lit, heated and secure arts and museum facilities that are regularly accessible by the public, whose use is of interest to the public and community groups.

This program is not intended for capital expenditures, for endowment purposes, or to support programming costs. These grants are not intended to support organizations that are primarily training or educational institutions.

This program is not intended to replace other funding through the Edmonton Arts Council and/or the City of Edmonton.

Eligible Applicants

Registered not-for-profit arts and museum organizations that own or have long-term leases on concert facilities, theatres, galleries and museums in the corporate limits of the City of Edmonton are eligible to apply.

This excludes: educational institutions, recreation centres, community leagues, health facilities, churches, Provincial facilities such as the Royal Alberta Museum and Jubilee Auditorium, and those owned and operated by the City of Edmonton such as Fort Edmonton.

Eligible Space

The spaces eligible for this investment must be regularly used for arts and museum activities or required for the safe and secure operations of those parts of the facility. These spaces only include:

- public areas associated with arts or museum programming such as display galleries, theatres, presentation spaces, entryways, lobbies, and washrooms
- support areas directly for arts or museum activities such as box-office, rehearsal, storage or preparatory spaces.
- Service areas required for the safe and secure operation of the facility such as utility rooms
- office space directly for the management of the arts and museum portions of the facility such as building manager, security or custodial offices
- if there is no dedicated office space specifically for the management of the facility, and the on-site administrative space is shared between programming and facility management, then one of the two following conditions may apply at the discretion of the applicant:
 - if administrative space is less than 10% of the total facility, applicants may declare it all as eligible, or
 - applicants may declare up to 25% of their administrative space as dedicated to facility management

Some applicants may find that their entire facility is eligible based on the above criteria.

Not Eligible Space

Spaces not eligible for support include any areas:

- for programming administration (ie. offices, except as defined above)
- not required for the safe and secure operation of the facility
- not directly used for arts and museum activities
- rented or occupied by any third party regardless of use, such as restaurants, commercial shops, offices or studios

Some facilities will not be entirely eligible, particularly those with multiple uses or multiple tenants.

Eligible Expenses

This program will invest in expenses directly associated with maintaining a clean, safe and secure arts or museum space accessible by the public. This only includes:

- rent, lease or mortgage-interest costs
- core utilities costs such as heating, electricity, water
- regular cleaning (including snow removal required for access)
- security costs such as personnel and/or alarm and one monitoring telephone line
- minor repairs and upkeep of the facility not associated with programming
- insurance costs
- personnel costs dedicated to keeping the facility safe, clean and secure
 - If there are no designated personnel, the applicant may declare up to 25% of administrative personnel costs without justification. Real costs in excess of that limit must be defined and explained.

Not Eligible Expenses

This program will not invest in expenses not otherwise defined as eligible above – this includes as examples:

- any expenses related to programming, production or presentation
 - this might include as examples: repairing concert lighting, painting gallery walls, or cleaning theatre sets.
- telephone costs above that defined for security
- capital investments or upgrades to the facility
- major repairs or renovations

Multiple Applications

If an organization receives funding from more than one Edmonton Arts Council operating program, expenses declared in one program will not be considered in another. Applicants that choose to apply to more than one program are required to provide schedules within their own official financial statements that support those funding requests.

Definitions

Art is defined as “all those symbolic representations transmitted through the media of music, drama, dance, visual arts, literature and craft and combinations thereof”. The EAC reads this to include media art as part of visual arts.

Museum is 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 and Format

Completed applications for a 2011 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, 2011. Incomplete applications or applications received after this date will not be considered.

All Applications must include the completed, signed application form along with the following information in as brief a format as practical.

1. a description of the organization and the facility in relationship to the eligibility criteria for this grant
2. a copy of the current lease, rental agreement or proof of ownership of the facility – required from all applicants in 2011
3. the applicant's most recent audited or reviewed annual financial statements, which must include a detailed schedule of facility operating expenses
 - if your official annual financial statements do not include a schedule of facility operating expenses you may have an external accountant provide an audited or reviewed supplementary schedule
4. budget notes that explain any differences between your financial schedule and the eligible expenses for this program
5. a one-page statement of the total square footage and percentage of the facility that is eligible and not-eligible for this program (the EAC may request further information or building plans at a later date)
 - Include details that address the guidelines. You must define any third party rental space within the facility such as offices or restaurants, as well as your own administrative offices
6. a maximum two-page, bullet-point summary of activity during the last fiscal year such as performances, exhibitions, events, festivals etc. Please include basic information about organizations, groups or persons who have utilized your facility, paid or otherwise
7. Unless the EAC has them on file from previous operating applications this year, you must include these formal documents with your application:
 - A current list of Board of Directors including names and addresses
 - 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.

Level of Support and Grant Calculations

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 an applicant's total eligible expenses from their most recently completed annual financial statements as of the application deadline.

Grant amounts will fluctuate from year to year depending on the relative expenses of each eligible applicant, and the number of eligible applicants. Grants are not guaranteed, and do not reflect an assessment of merit.

Grant recommendations will be reviewed by the Board of Directors of the Edmonton Arts Council who will then make recommendations to Edmonton City Council.

Reporting and Recognition

Applications for future building operating funding will be accepted as final reports for the prior year. Recipients who do not re-apply will be required to submit a final report.

Successful applicants to the EAC's grant programs must provide recognition of financial support (when possible) by using the appropriate logos and language on relevant materials and media releases.

For more information about the Community Investment Program, please contact the EAC grants staff.

2011 Community Investment Program Arts and Museum Building Operating Grant

The deadline for submission of this application is 4:30 p.m. on June 1, 2011. 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 Avenue, Edmonton, AB, T5H 3Z9.

I. General Information

Name of Applicant Organization

Mailing Address

Postal Code

Telephone

Fax

Primary Contact

Title

Contact Email Address

II. Facility Information

Name of Facility

Address of Facility

Check one:

Applicant Owns Facility

Applicant Leases Facility

Length of time applicant has been resident in Facility

Length of current lease agreement, if applicable

Primary public uses of the Facility (Theatre, Gallery, Museum etc)

III. Grant Calculation Information

Information entered here must match and be supported by the documents requested in the Guidelines for this program.

1) Space	
a) Total area (square footage or meterage) of facility	
b) Eligible area (square footage or meterage) of facility	
c) Percentage of facility area eligible (b / a x 100)	

2) Expenses	
a) Total facility expenses as appears in applicants financial statements	
b) Total facility expenses eligible under the guidelines if not equal to (2a) • must be supported by budget notes as requested in guidelines	

3) Declared expenses eligible for this program	
a) Total eligible expenses (2a or 2b - whichever is relevant) multiplied by percentage of facility eligible (1c)	

IV. 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 2011 City of Edmonton Community Investment Program Arts and Museum Building Operating Grant through the Edmonton Arts Council.

Dated at Edmonton, Alberta this _____ day of _____, 2011.

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.