

---

## 2012 Community Investment Program Arts Operating Grant

---

### Purpose

To provide operating assistance to arts organizations to ensure support, which will help to create a stable funding base and to enhance the ability of organizations to produce and to perform artistic works for the benefit of all Edmontonians.

### Eligibility

To be eligible for a Community Investment Program Arts Operating 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

A Peer Jury appointed by the Edmonton Arts Council will review all applications. This Jury will make recommendations to the Board of Directors of the Edmonton Arts Council who will then make 2012 Community Investment Program Art Operating 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. 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 Edmonton residents
- The applicant collaborates with other non-profit and business 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 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

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.**

---

## Tips

### Attend a workshop

The Edmonton Arts Council offers an information session/workshop on the grant application and grant review process to all applicants of this program. Please call or email Sally Kim at 780-424-2787 x226 or [skim@edmontonarts.ca](mailto:skim@edmontonarts.ca) to arrange an individual appointment.

### 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 the column marked Last Fiscal Year Actual in Attachment 2 of the application.
- Additionally, your organization's grant request as indicated on the front page must match your budgeted grant request in Attachment 2.

### 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 postage-paid envelope.

---

## 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 2011, \$2,465,000 was allocated to 101 arts organizations.

### How will my application be evaluated?

- Applications are considered by a jury who will make its assessment based on the 3 categories listed in the Evaluation Criteria. The jury will also consider the organization's historical funding levels, growth and grant request.
- 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.
- Juries shall retain the authority to change any grant recommendation by any amount. Juries should note that the EAC prefers that, prior to a significant reduction in a grant, applicants receive feedback on any jury concerns (related to the evaluation criteria) of the applicant's activities or financial status.

### 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, [skim@edmontonarts.ca](mailto:skim@edmontonarts.ca) or via telephone 780-424-2787 x226.

---

## 2012 Community Investment Program Arts Operating Grant Application Short Form

Organizations may use this Short-Form application if they have an operating budget of less than \$100,000 per year and are requesting a grant of less than \$5,000. Other applicants must use the long form available at [www.edmontonarts.ca](http://www.edmontonarts.ca).

The deadline for receipt of this application is **4:30 p.m. on December 1, 2011**. Complete applications must be received in the office of the Edmonton Arts Council (EAC) on or before the deadline. Incomplete or late applications will not be accepted or considered.

---

### I. General Information

Name of Organization

Address

Postal Code

Telephone

Fax

Primary Contact

Title

Email Address

President/Chairperson

Address

Postal Code

---

### II. Grant Request

This amount must not exceed \$5,000: \$ \_\_\_\_\_

---

*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.*

---

### 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 2012 City of Edmonton Community Investment Program Arts Operating Grant through the Edmonton Arts Council.

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

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Title

---

### IV. Application Procedure

**Applicants are encouraged to submit concise, realistic applications that respond to the evaluation criteria on page 1, and ideally include a degree of critical self-assessment.**

**All Applications must include the following in this sequential order. Please refrain from using any covers, binders, staples or paper clips.**

**1. A summary of the organization's program and activities including (as applicable):**

*Please limit this to 8 printed pages in a readable typeface.*

- a. Year of incorporation and fiscal year end.
- b. A statement of the organization's artistic goals or mandate.
- c. A description and self-evaluation of the organization's past season of programs and activities.
- d. A summary of the programs and activities planned for the current season.
- e. Any additional information you would like considered.

**2. Does your organization:**

- i. support a school or training institution that makes up 15% or more of your budget or**
- ii. receive any Festival Operating or Festival Seed Grants from the Edmonton Arts Council**

No – Please proceed to question 3.

Yes – Please refer to items a. and b. below prior to proceeding to question 3.

- a. Provide a description of the above noted activities in i. or ii. and how they relate to the arts operation season activities of the organization. Please limit this to 2 pages.
- b. Separation of Statistical and Financial Information in Attachments 1 and 2
  - Statistics directly associated with any of the above activities in i. or ii. **must not** be reported in Attachment 1. Provide statistics only for your organization's arts operation season activities.
  - Revenues and expenses directly associated with any of the above activities in i. or ii. must be separated from the overall revenues and expenses of the organization under Boxes C and F in Attachment 2 – Financial Information Form.

**3. A summary of the organization's community interactions including (as applicable):**

*Please limit this to 4 printed pages in a readable typeface.*

- a. How the organization supports Edmonton area artists or otherwise expends its financial resources in Edmonton. Relate this to applicable statistics in Attachment 1. If your organization receives a grant from another municipality or has a mandate to serve the province, indicate the percentage of your total expenses spent directly in the greater Edmonton area.
- b. How the organization works and co-operates with other organizations and businesses in Edmonton. Clearly identify those organizations.

- 
- c. The organization's volunteer program including the tasks undertaken by volunteers as well as methods used to recruit, train and recognize volunteers. Relate this to applicable statistics in Attachment 1.
  - d. Any additional information you would like considered.
- 4. A description of any major changes in the organization in the past year, if applicable.**  
This includes significant changes in financial operations, organizational structure, personnel etc.
  - 5. Completed Attachment 1 - Statistics for the last Fiscal Year**  
If applicable, provide notes or a brief explanation of the statistical information in Attachment 1.
  - 6. Completed Attachment 2- Financial Information Forms and Attachment 3 if required.**  
If applicable, include a description of the debt management plan or repayment schedule if the accumulated short-term debt incurred on operations exceeds 15% of annual operating budget.
  - 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.
  - 8. The most recent financial statements of any organization related at less than "arm's length" to the applicant organization, (e.g., Foundations, support organizations), if applicable.**
  - 9. A list of the current Board of Directors** including names, addresses and position of each member.
  - 10. The most recent annual report** or, minutes of the most recent Annual General Meeting of the society including all related reports
  - 11. By-laws of the society** only if this is the first application by the organization. Please submit a filed and stamped copy from Corporate Registry.
  - 12. Amendments to the society's by-laws** passed between the last application and the 2011 application, if applicable. Please submit filed and stamped copy from Corporate Registry.
  - 13. Proof of Filing the most recent Annual Return** with Corporate Registry of the Province of Alberta. Please submit the document: *Annual Returns for Society and Non-Profit Company – Proof of Filing*
  - 14. Representative sample(s) of promotional material that show support recognition** by both the City of Edmonton and the Edmonton Arts Council during the past season, unless you are a new applicant. Successful applicants to the EAC's grant programs must provide recognition of financial support by using the appropriate logos and language on promotional materials and media releases. For more information reference the EAC website.
- 

*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.*

# 2012 Arts Operating Community Investment Grant

## Attachment 1 - Statistics for the last Fiscal Year

Please refer to Section IV. 2. prior to filling in this table, if applicable. You may provide a notes page if required to clarify your methods of calculation or specific circumstances.

	In Total	In Greater Edmonton <sup>1</sup>
Number of Volunteers (include unpaid artists)		
Number of Volunteers hours		
Paid attendance by ticket sales, if applicable (number of people)		
Paid attendance by subscription sales, if applicable (number of people)		
Unpaid attendance, if applicable (number of people)		
Number of available seats, if applicable		
Average ticket price, if applicable		
Minimum ticket price (do not include free admission or pay what you can)		
Maximum ticket price		
Number of performances, if applicable		
Number of productions, if applicable		
Members in organization, if applicable:		
Book sales, if applicable		
Magazine subscriptions, if applicable		
Number of artists employed/contracted		
Number of full time, year round employees		
Number of full time, seasonal employees		
Number of part time, year round employees		
Number of part time, seasonal employees		
Number of contractors (do not include artists counted above)		
Other (please specify)		
Other (please specify)		
Other (please specify)		

<sup>1</sup>Greater Edmonton area is defined as the City of Edmonton and the counties of Sturgeon, Strathcona, Leduc and Parkland.

# 2012 Arts Operating Community Investment Grant Attachment 2 - Financial Information Short Form

For Organizations with an operating budget of less than \$100,000 per year and that are requesting a grant of less than \$5,000.

<b>A) Revenue</b>	<b>Last Fiscal Year Actual</b>	<b>Current Fiscal Year Projections</b>
Admissions		
Memberships		
Other earned revenue (specify)		
Corporate Sponsorships & Foundations		
Individual Donations		
Casinos/Bingos/Raffles		
Fundraisers		
Donated goods & services in-kind		
Edmonton Arts Council Operating Grant		
Other Public Support Grants		
Investments		
Other (specify)		
Other (specify)		
Other (specify)		
<b>B) Total Revenue</b>		

<b>C) If applicable, revenue not associated with arts season.<sup>2</sup></b>	<b>Last Fiscal Year Actual</b>	<b>Current Fiscal Year Projections</b>

<b>D) Expenses</b>	<b>Last Fiscal Year Actual</b>	<b>Current Fiscal Year Projections</b>
Artist Fees/Salaries/Honoraria		
Production/Exhibition (include in kind if applicable)		
Volunteer Program (include in kind if applicable)		
Marketing/Promotion (include in kind if applicable)		
Administration		
Fundraising		
Other (specify)		
Other (specify)		
Other (specify)		
<b>E) Total Expenses</b>		

<sup>2</sup> The sum of this figure and the figure calculated as Total Revenue (B) should, in the column labeled "last fiscal year actual", correspond to the amount stated on the audited/reviewed financial statements.

**2012 Community Investment Program Arts Operating Grant  
Attachment 2 - Financial Information Form**

<b>F) If applicable, expenses not associated with arts season.<sup>3</sup></b>	<b>Last Fiscal Year Actual</b>	<b>Current Fiscal Year Projections</b>

<b>Summary</b>	<b>Last Fiscal Year Actual</b>	<b>Current Fiscal Year Projections</b>
Total Revenue (Box B)		
Total Expenses (Box E)		
Surplus (Deficit)		
Accumulated Surplus (Debt)		
Total Designated Funds – See Attachment 3		

<sup>3</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 or receives Edmonton Arts Council CIP Festival Operating or Festival Seed Grants, the revenue directly related to that should be noted here. The sum of this figure and the figure calculated as Total Expenses for the last fiscal year should correspond to the amount stated on the organization’s financial statements.

**2012 Arts Operating Community Investment Grant  
Attachment 3 - 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.

*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.*