

TransAlta Festival City: Partnership Grant Application

The deadline for submission of this application is 4:30 p.m. on October 1, 2009. Incomplete or late applications will not be accepted or considered. Applications must be delivered to the office of the Edmonton Arts Council 10440 – 108 Avenue, Edmonton, AB T5J 3Z9.

I. General Information

Name of Organization: _____

Name of Festival: _____

2009 Festival Dates: _____

Primary Location: _____

Address: _____

City/Town: _____

Postal Code: _____

Telephone: _____

Fax: _____

Primary Contact: _____

Title: _____

Email Address: _____

President/Chairperson: _____

Address: _____

Postal Code: _____

The Primary Applicant must be a registered non-profit organization that has been registered as a non-profit organization for at least one year and whose main purpose must be the production and presentation of an annual festival whose main theme is arts and culture. The Primary Applicant will be responsible for project delivery, financial management of the project and all reporting.

II. Grant Request

This amount must match the amount budgeted: \$ _____

III. Declaration of Officers:

In making this application, we the undersigned officers of the applicants, hereby represent to 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 2009 TransAlta Festival City Grant through the Edmonton Arts Council.

Dated at Edmonton, Alberta this _____ day of _____, 2009.

Signature of Officer: _____

Name (please print): _____

Title: _____

Signature of Officer: _____

Name (please print): _____

Title: _____

IV. General Information: Partner Applicant

Name of Organization:

Name of Festival:

2009 Festival Dates:

Primary Location:

Address:

City/Town:

Postal Code:

Telephone:

Fax:

Primary Contact:

Title:

Email Address:

President/Chairperson:

Address:

Postal Code:

General Information: Partner Applicant

Name of Organization:

Name of Festival:

2009 Festival Dates:

Primary Location:

Address:

City/Town:

Postal Code:

Telephone:

Fax:

Primary Contact:

Title:

Email Address:

President/Chairperson:

Address:

Postal Code:

If there are additional partners, please photocopy this page.

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 the Edmonton Arts Council's grant program. The aggregate data may be used for program planning and evaluation. All information collected by 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.

V. All Applications must include the following:

1. Project Proposal, including:
 - i. Brief background on partnering organization: history, mandate and mission of each organization, average annual audience or clients served, etc. Maximum 2 pages per festival.
 - ii. Vision statement for the project. Clearly state the benefits and opportunities to be realized by the partners. How will the project be carried out: who are the participants, what are their tasks and responsibilities? Describe how the partners will sustain the benefits achieved with the TransAlta Festival City Partnership Grant.
 - iii. Timeline of the project: start and end dates of project, interim results, key milestones and final results. Applicants applying for two year funding must provide separate timelines for the project Year One and Year Two. Describe the effect on your project if grant is provided for one year only.
Note: Applicants are advised against signing contracts or making any financial commitments before receiving notification of grant results. Any commitments made by the applicant before the grant approval and approved start date of the project are wholly the responsibility of the applicant.
 - vi. Itemized project budget: detail projected expenses and any revenues (other funding, private support, fundraising, partners' contribution, etc).
 - v. Evaluation of the project including methods and tools that will be used to measure results/outcomes and assess impact of the TransAlta Festival City Partnership Grant.

Items 2-8 below are only required of the Primary Applicant.

2. **A list of the current Board of Directors** including names, addresses and position of all members.
3. **The most recent annual report** or, minutes of the most recent Annual General Meeting of the society including all related reports.
4. **Most recent financial statements** with a review engagement report signed by a CA, CGA or CMA.
5. **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.
6. **By-laws of the Society and Amendments to the Society's by-laws** unless already on file with the Edmonton Arts Council. Please submit the stamped copy of your bylaws.
7. **Proof of filing the most recent Annual Return** with Corporate Registry of the Province of Alberta unless already on file with the Edmonton Arts Council.
8. **Support material (optional):** If the applicant requires the return of supporting materials such as videos or CDs, please enclose a self-addressed postage-paid envelope.

TransAlta Festival City Grant Program

Partnership Grant General Information

Purpose

TransAlta Festival City Grants are available in three areas - Enhanced Operational Grant, Partnership Grant and Short Term Mentoring or Consulting Grant. This grant program is a joint program of TransAlta and the Edmonton Arts Council. Funding for the TransAlta Festival City Grant program is intended to be complementary to existing support by TransAlta and the Edmonton Arts Council to festivals in the Greater Edmonton region. These grants are intended to build stability and nationally recognized excellence throughout the region's festivals and/or to build mutually beneficial connections between festivals in Northern Alberta.

The TransAlta Festival City Partnership Grant is intended to support active collaborations between festivals in Northern Alberta. For example, these partnerships may involve but are not limited to:

- Artistic collaborations: co-commissioning/presentation, artist exchange, artistic mentoring, new festival programs
- Organizational collaborations: shared volunteer programs, administrative efficiencies
- Marketing collaborations: audience development or other mutually beneficial activity

For the purpose of this grant program, Northern Alberta is defined as all regions north of the Highway 16 corridor. Please direct all inquiries to Sally Kim, Edmonton Arts Council (780) 424-2787 xt 226.

Eligibility

- The Primary Applicant must be a registered non-profit organization that has been registered as a non-profit organization for at least one year and whose main purpose must be the production and presentation of an annual festival whose main theme is arts and culture. The Primary Applicant will be responsible for project delivery, financial management of the project and all reporting.
- Generally a festival is defined as a 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), have predetermined opening and closing dates, and have an obvious presence in the community.
- Partnerships must be between two or more organizations or groups.
- Grants are not intended to provide start up/seed funding for new festivals.
- Grants are not intended to support organizations that are primarily training or educational institutions.
- Grants are not intended to fund projects where the goal or main focus is: deficit reduction, deliver special events/fundraisers/telethons or similar activity, endowment purposes, or feasibility studies.

Level of Support

- The maximum Mentoring Festival Partnership Grant will not normally exceed \$20,000 per year. Two-year funding commitments may be considered.

Application Process

- Completed applications for TransAlta Festival City Partnership Grant must be received at the Edmonton Arts Council Office prior to 4:30pm on October 1, 2009.
- Incomplete applications or applications received after this date will not be considered
- Applications will be considered and evaluated by a jury created by the Edmonton Arts Council. The jury chair shall be appointed by the EAC.
- There will be no appeal process.
- Applicants are encouraged to contact Sally Kim, Edmonton Arts Council at (780) 424-2787 xt 226 prior to submitting their application.

Evaluation

Applications will be evaluated on the following:

- Clarity of objectives as described in the project proposal.
- The capacity of the partners to successfully meet the objectives as described in the project proposal.
- The extent to which the Partnership benefits the participants.

All applicants will be notified of results by mid January 2010.

Reporting

The recipient of a grant from this program must submit a final report within 90 days of the project completion date specified on the application. This report must include a detailed description of the project including any variance from what was described in the application, and a financial report.

About TransAlta

TransAlta is a power generation and wholesale marketing company with assets in Canada, the United States, Mexico and Australia. Community investment is an integral part of TransAlta's business strategy, designed to strengthen relationships between its key stakeholders, government, community groups, employees and retirees. TransAlta's support in arts and culture activities provide significant economic and social benefits. As a long-standing member of the Edmonton community, TransAlta has committed to a three-year investment, with possibility for renewal after that period, to the Edmonton Festival community through the TransAlta Festival City Grant Program.

For more information on the TransAlta Festival City Grant Program, contact Sally Kim, Edmonton Arts Council at (780) 424-2787 xt226.