

Community Investment Program (CIP) Arts Operating Grant - Community

Online Application

The Edmonton Arts Council uses an online grant application system. Applicants to this program are asked to use the online application form found at eacawards.fluidreview.com. If you have any difficulties or are experiencing problems with this online system, please contact EAC Grants staff at grants@edmontonarts.ca or 780-424-2787.

Community Stream

Only non-professional arts organizations should fill in this application form. If you are unsure of your status as a non-professional or community arts organization, please contact 780-424-2787 or grants@edmontonarts.ca.

Purpose

To provide operating assistance to arts organizations 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 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 or that are affiliated with such institutions. Organizations in arrears with the City of Edmonton at the date of application or have outstanding final reports 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 recommendations to the City of Edmonton.

The Edmonton Arts Council charges jury panels to respect and consider the specific cultural context of applications from all cultural communities, and in the case of equivalent merits based on the published guidelines, to incorporate the Edmonton Arts Council's policy of reflecting the full demographic diversity of Edmonton before making grant recommendations.

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 grouped into three areas:

1. Program & Activities Factors (weighted 60%)

- 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 shows commitment to appropriate consideration of the full diversity of Edmonton's demographics when making programming choices.
- The applicant demonstrates innovation in its programming and activities

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- 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 20%)

- The applicant encourages the participation of Edmonton residents
- The applicant shows commitment to interaction with citizens, organizations, and/or businesses that appropriately reflect the full diversity of Edmonton's demographics
- 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 is managed in a responsible manner
- 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 Policy C211H, support through the City of Edmonton Community Investment Program may be provided to **a maximum of 25% of the applicant's prior year expenses as shown on their Financial Statements**. This does not imply that 25% is a target support level for arts organizations.

Reports

Interim or final reports are not necessary if an organization produces an arts season and submits an application each year. The application serves as a final report for the previous year. If your organization does not intend to apply for arts operating funding this year, an activities and financial report is required within 90 days of the fiscal year end.

Arts Season Invitations to Peer Jury

The Edmonton Arts Council encourages arts organizations to offer invitations to the Arts Operating peer jury for their ticketed arts season events. In this way, the peer jury is in a better position to observe and evaluate the arts organization's operations. Invitations to the peer jury can be coordinated by contacting grants@edmontonarts.ca.

Tips

Get in Touch

The Edmonton Arts Council Grant Program Officers are available to all applicants for support on the grant application process. Please call 780-424-2787 or email grants@edmontonarts.ca with any questions you have about eligibility or the application process.

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.

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.

How will my application be evaluated?

- Applications are considered by a jury who will make its assessment based on the three 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 six different types of arts organizations. This is done in recognition that there are issues pertaining, in varying degrees, to different disciplines 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 an information session, visit our website edmontonarts.ca or call 780-424-2787.

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The deadline for receipt of this application is **11:59 p.m. on December 1st**. When this deadline falls on a weekend, the deadline is the next business day. Complete applications must be received online on or before the deadline. Incomplete or late applications will not be accepted or considered.

Application Contents

1. General Information
2. Grant Request
3. Declaration of Officers
4. Narrative

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

Please limit this to 10 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. For each event, production, exhibit or performance, please provide details (i.e. name, date, location, principle artists, whether the event was self-produced or presented by another organization or festival) as well as a description and evaluation of the event.
- d. A description and self-evaluation of your intended market, audience or membership and any relevant marketing strategies. Relate this to Attachment 1 as applicable.
- e. A summary of the programs and activities planned for the current season. For each event, production, exhibit or performance, please provide details (i.e. name, date, location, principle artists, whether the event is to be self-produced or presented by another organization or festival) as well as a description of the event.
- f. If your grant request is an increase over the previous year's grant, provide a short explanation (e.g. cost of living increase, increase in ongoing programming, new continuing initiative, etc.). Explanations should describe yearly ongoing expenses i.e. not a one-time program or one-year initiative (such as an anniversary event).
- g. Any additional information you would like considered.

II. 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.

III. 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 Item 7 - Statistics.
- 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.

5. Other Activities and EAC Funding

- i. If applicable, provide a description of your school or training program activities and how they relate to the arts operation season activities of the organization.
- ii. If applicable, provide a description of the activities your organization receives Festival Operating or Festival Seed Grants for and how they relate to the arts operation season activities of the organization.
- iii. Other municipal grants and/or provincial mandates.

6. A list of the organization's core staff positions. Include the position title (actual names of people are not required), area of responsibility (in a sentence), and whether the position is full-time, part-time, seasonal, or contract. (Please do not include volunteer positions.)

7. Statistics for the last Fiscal Year

8. Completed Attachment 1 – Financial Information Form

- There are three columns to complete on this form. Applicants are asked to provide financial information from their most recent Financial Statements in the first column (Last Fiscal Year Actuals). The second column (Current Fiscal Year Projections) and third column (Next Fiscal Year Budget) should contain financial projections and budgets for the subsequent two years. Please ensure that you indicate the month/day/year of the fiscal year for each of these columns directly underneath the above headings.
- In-kind revenue and expenses should only be reported in Attachment 1 if they are recognized in the Financial Statements. If the Financial Statements are not reviewed or audited by an accountant, the applicant should keep invoices for in-kind contributions. The Edmonton Arts Council reserves the right to request this documentation.
- In-Kind revenue should be reported in section C) Donated Goods and Services in-kind. In-kind expenses should be reported under the applicable line item in which it was expensed. In-kind revenue should balance with in-kind expenses (i.e. equal each other).

8a. Additional Financial Information

I. Designated or Restricted Funds

II. Debt Management Plan

III. Notes to Financial Information

9. 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.

- a. 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.
 - Funding requests of \$25,000 to \$100,000 require independently reviewed financial statements with a review engagement report signed by a CA, CGA or CMA.
 - Funding requests greater than \$100,000 require independently audited financial statements audited and signed by a CA, CGA or CMA with an auditor's report.

b. Financial Statements must state the fiscal year-end and provide comparative year data (i.e. two years of financial information) in the balance sheet and income statement.

c. In-kind goods and services need to be reported in both the Financial Statements and Attachment 2 - Financial Information Form to be recognized in the application. In-kind revenue must be labeled as In-kind in the income statement and be expensed out in applicable expense categories on that statement. In-kind revenue and expenses should balance (i.e. equal each other).

If In-kind revenue and expenses are equal or greater than 25% of the total expenses in the income statement, the accountant or auditor should provide a detailed note to the Financial Statements. If the Financial Statements are not reviewed or audited by an accountant, the applicant should provide a detailed list of the In-kind contributions.

Eligible In-kind items do not include the services of volunteers nor do they include contribution of goods and services from the arts organization to itself.

d. Organizations that have other major programs (i.e. festival or training) not related to the arts season, must present Financial Statements that separate the arts season from those other major programs. This means the organization must have a schedule or a fund-accounting structure that details these other programs included in their reviewed or audited financial statements.

10. 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.³

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

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12. **The most recent annual report or, minutes of the most recent Annual General Meeting of the society** including all related reports.
 13. **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.
 14. **Amendments to the society's by-laws** passed between the last application and this application, if applicable. Please submit filed and stamped copy from Corporate Registry.
 15. **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*
 16. **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.
 17. **Additional Comments**