

Community Investment Program Arts Operating Grant Program Cornerstone Organizations Guidelines and Process

(Last revised August 2017)

The Edmonton Arts Council recognizes the contribution that Cornerstone Arts Organizations make to the fabric of Edmonton's arts community. The artistic work they present and nurture throughout the community, as well as the facilities they manage contribute to the vitality and relevance of Edmonton's arts community. These large organizations are civic institutions that operate significant public facilities. Their programming has cemented and continues to celebrate large parts of our artistic and City identity locally, nationally, and internationally.

It is within the mandate of the Edmonton Arts Council to recognize the challenges facing these Cornerstone Organizations – to support them in nurturing artistic excellence and innovation, in maintaining organizational health, and in ensuring the accessibility of their programs and facilities to the benefit of the citizens of Edmonton.

Purpose

To provide limited operating assistance, in the form of a stable funding base, to enhance the ability of Cornerstone organizations to produce, perform and present artistic works, and to manage their facilities for the benefit of the citizens of Edmonton.

This support is not intended to exclude the Organization from seeking capital investment, or infrequent special project support from the City of Edmonton or the Edmonton Arts Council

Eligibility

Organizations that operate significant public facilities, in addition to producing and presenting programming at the highest artistic level may be eligible for this stream of CIP Arts Operating funding.

The Edmonton Arts Council will periodically review funded organizations to determine which may wish to be designated Cornerstone Arts Organizations. Designation is voluntary for the organization, at the discretion of the EAC, and will take into account all the text in these guidelines, including the following:

A Cornerstone Arts Organization:

- Meets all the criteria for City of Edmonton Community Investment Grants including demonstrating fiscal responsibility and responsible management
- Operates a major, public arts facility within the City of Edmonton
- Is one of the largest Arts Organizations in the City, both in terms of finances and activity levels
- Demonstrates the highest artistic standards in programming
- Presents and/or produces a broad-range of programming within their art form, including significant outreach and/or educational streams
- Shows evidence of a sizeable audience base and broad community support through volunteer work and financial contributions
- Provides appropriate and affordable access to their facility for Edmonton artists and non-profit organizations, in the arts and other sectors

Level of Support

Support amounts will take into consideration the circumstances of the Organization, a comparison of funding levels with similar Organizations locally and nationally, and the available budget. Comparisons may also be made to other relevant EAC funding programs.

This process replaces other Operating grants. Cornerstone-funded organizations will not normally be eligible for any other support through the Edmonton Arts Council.

Funding through this process is intended for the organization to pursue ongoing operations, and shall not be used for capital purposes, including (but not restricted to) the purchase of land, equipment, fixtures or physical facilities.

Procedure

Cornerstone Organizations will engage in a process to develop and sign a Funding Agreement with the Edmonton Arts Council and the City of Edmonton.

This process is intended to be collaborative, understanding that the Organization brings specialized knowledge regarding their facility, audience and artistic practice. The process will also provide the Organization with feedback and outside assessment. The goal is to have resilient, healthy organizations that continue to advance strong artistic work, and manage their facility to the benefit of the Citizens of Edmonton.

Each Cornerstone Organization will make a written submission and an in-person presentation to engage in a discussion with a panel representing the EAC and the City of Edmonton. This discussion provides both the panel and the Organization with an opportunity to discuss successes, challenges, goals and concerns.

The panel discussion will include a reasonable number of representatives from the Organization, the EAC, the City of Edmonton, and potentially outside expert assessors. A sample panel might consist of:

- Senior staff representatives from the EAC and City of Edmonton
- One EAC Board member
- Representatives of both the Artistic and Administrative leadership of the Organization
- Two board members of the Organization, one of whom is not a member of the executive

In no case will this process be complete if it does not include Board representatives from the applicant organization.

Assessment and recommendations

The panel will make recommendations regarding the funding agreement through established channels to the Edmonton Arts Council board, which will then make recommendations to Edmonton City Council.

The points listed under “Eligibility” will also be read as assessment criteria, and in all cases the panel will take into account:

- o Community engagement and outreach
- o Programming choices and artistic direction
- o Management direction and financial responsibility
- o Facility’s use and value to the City and Citizens, including reasonable access by Edmonton artists and non-profit groups
- o Deliverables and recommendations that were recommended in previous Cornerstone funding agreements

The Funding Agreement

This agreement will define the financial commitment of the Edmonton Arts Council and the commitments of the Organization to operations and activity levels.

The Funding Agreement must include clear statements about:

- The amount of support provided by the City of Edmonton through the Edmonton Arts Council for at least the first year, along with the recommendation in principle for amount of support in subsequent year(s) before the next full assessment process.
- The duration of the agreement
- The interim reporting requirements, and schedule of payments, if applicable
- Any specific distribution of funds to support different activities or branches of the Organization
- Specific deliverables the Organization will undertake before the next Funding agreement cycle

The Funding Agreement will also include other issues that are relevant. This may include (as examples), the expected artistic, management, and financial directions of the Organization, the expected community outreach of the Organization, including reasonable access to the facility by Edmontonians for artistic and non-artistic, commercial and not-for-profit rates.

These deliverables and directions will inform, in part, subsequent funding cycles.

The panel will have the discretion to recommend a multi-year funding agreement if circumstances warrant. If an agreement of more than one year is recommended, the EAC will undertake a less involved review in the subsequent years, referencing the terms of the negotiated agreement.

Other EAC Policies

Current, relevant EAC Policies for Operating Grants will apply to this program except as specifically contradicted by the text in these guidelines. Given the collaborative nature of the process, there will be no appeal structure.

Community Investment Program Arts Operating Grant Program Cornerstone Organizations Guidelines and Process

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

Email Address

Telephone

II. Grant Request

This amount must match the amount budgeted in Attachment 2: \$ _____

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 2014 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 Requirements

Written Submission

The submission must include:

1. A narrative of no more than 20 pages which includes the following:
 - o A brief statement of the organization's artistic goals and mandate
 - o A critical self-assessment of the organization's previous year of programs and activity
 - o A brief description of the next year's planned programs and activity
 - o A critical self-assessment of the organization's current challenges and planned responses over the next 3 years
 - o Suggestions regarding the targets, activity levels and other measures that the Organization will be compared against in the future

2. The formal documents listed in the Current Arts Operating grant guidelines published at www.edmontonarts.ca, such as: Financial Statements, CADAC ID Number, AGM Minutes, and proof of Filing with Alberta Registries.