

## Community Investment Program Arts Building Operating Grant Guidelines

### Deadline – June 1 Annually

The City of Edmonton and the Edmonton Arts Council recognize that arts 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 Building Operating grant program exists to help ensure these facilities remain accessible by the public in the service of a range of arts activities.

### How to Apply

Applicants should apply online at [eac.awards.fluidreview.com](http://eac.awards.fluidreview.com). Applications will not be accepted via email, fax, or other means.

Applications must be received by the Edmonton Arts Council (EAC) on or before the deadline of **11:59 pm on June 1**. When June 1 falls on a holiday or weekend, the deadline is the next business day. Incomplete or late applications will not be accepted or considered.

Paper applications will only be accepted when the applicant demonstrates barriers to accessing the online system. To apply on paper, please contact the EAC in advance of the deadline.

### Purpose

The Arts Building Operating grant will invest in a portion of the costs associated with maintaining clean, well-lighted, heated and secure arts facilities that are regularly accessible by the public, whose use is of interest to the public and community groups. These include concert halls, performing arts venues (i.e. live theatre, music, and dance), non-profit cinema facilities, and public art galleries.

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 organizations that own or have long-term leases on concert facilities, theatres and galleries 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 Jubilee Auditorium, and those owned and operated by the City of Edmonton such as the City Arts Centre.

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## Eligible Space

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

- public areas associated with arts programming such as display galleries, theatres, presentation spaces, entryways, lobbies, and washrooms
- support areas directly for arts 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 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 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 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

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## 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.

## Application Format

All applications should include the following on the online application form in as brief a format as practical:

1. general Information – applicant contact information
2. facility Information – details about the facility
3. grant calculation information
  - space details
  - expenses
  - declared expenses eligible for this program
4. declaration and signature of Officers
5. a description of the organization and the facility in relationship to the eligibility criteria for this grant
6. a copy of the current lease, rental agreement or proof of ownership of the facility – required from all applicants
7. 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
8. budget notes that explain any differences between your financial schedule and the eligible expenses for this program
9. 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
10. 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
11. 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.

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## **Level of Support and Grant Calculations**

The Arts 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.