

Arts Building Operating Grant - Application

Please review the full guidelines for this program before applying. They can be found on the Edmonton Arts Council website [here](#).

The EAC understands that public activities in your facilities have been significantly impacted by COVID-19. This will not impact eligibility for this grant, nor directly impact grant amounts, which are based on actual expenses

Completed application forms and required attachments should be submitted via email to grants@edmontonarts.ca by the deadline: June 1, 2021 at 11:59 PM.

General Information

Name of Applicant Organization

Organization Mailing Address

City

Province

Postal Code

Name of Primary Contact

Title of Primary Contact

Telephone

Email Address

Facility Information

Name of Facility

Address of Facility

Check one: Applicant Owns Facility

 Applicant Leases Facility

Length of time applicant has been resident in Facility

Length of current lease agreement, if applicable

Primary public uses of the Facility (Theatre, Gallery, etc)

Grant Calculation Information

Information entered here must match and be supported by the documents attached along with this form.

Space

- i) Total area (square footage or meterage) of facility
- ii) Eligible area (square footage or meterage) of facility
- iii) Percentage of facility area eligible ($b / a \times 100$)

Expenses

- a) Total facility expenses as appears in applicant's financial statements
- b) Total facility expenses eligible under the guidelines if not equal to (2a) • must be supported by budget notes as requested in guidelines

Declared expenses eligible for this program

- a) Total eligible expenses (2a or 2b - whichever is relevant) multiplied by percentage of facility eligible (1c)

Attachments

1. Provide up to four pages of text, including:
 - A description of the organization and the facility in relationship to the eligibility criteria for this grant. If applicable, please include brief details about any major changes to your facility.
 - 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. NOTE: We understand that these activities are likely significantly reduced due to COVID-19. This will not impact eligibility for this grant, nor directly impact your grant amount.
 - 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
2. Provide a copy of the current lease, rental agreement or proof of ownership of the facility.
3. 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.
4. Provide budget notes that explain any differences between your financial schedule and the eligible expenses for this program.

5. Unless the EAC has them on file from previous operating applications this year, you must include these formal documents with your application. If any of these items have been updated since your last application, please provide them. :

- 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 bylaw or amendments to bylaws
- Proof of Filing of most recent annual return submitted to Corporate Registry of the Province of Alberta.

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

Signature

Name

Date