

Cultural Diversity in the Arts: Project Grant Application Form

The deadline for submission of this application is **4:30 pm MST on October 15**. Incomplete or late applications will not be accepted or considered. Applications must be delivered to the office of the Edmonton Arts Council, Prince of Wales Armoury, 2nd Floor, 10440 108 Avenue, Edmonton, AB T5H 3Z9.

1. General Information

Name of applicant

If this is a collective project, identify other artists and/or name of group

Address

Postal Code

Home Phone

Work Phone

Email Address

Project Summary - in 20 words or less

Project Start Date

Project End Date

2. **Grant Request*** (This amount must match the grant amount shown in your projected budget.) \$ _____

3. Declaration of Applicant

In making this application, I the undersigned applicant or representative of the applicant, hereby declare to the Edmonton Arts Council that to the best of my knowledge and belief the information provided is truthful and accurate; the application is made on behalf of the individual named on this page with his or her full knowledge and consent; the applicant meets all of the criteria of fundamental eligibility to apply for a Cultural Diversity in the Arts Project Grant through the Edmonton Arts Council.

Dated at Edmonton, Alberta this _____ day of _____, 20_____

Signature of Applicant

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.

4. Information about the applicant – include the following (limit to 3 pages in total for an individual and 9 pages in total for a collective):

- An artistic resume (or resumes)
- A description of your background and artistic life (or of those members of your collective). This should include highlights of your artistic career as well as information about your cultural heritage and self-identification as a member of a particular cultural community. You may wish to describe any challenges or barriers you face as an artist (or artists) practicing in Edmonton.

5. Project Description – include the following (limit to 3 pages):

- Provide a detailed description of the artistic work you want to create or produce with your project.
- Does your project consist of professional development or mentorship (in whole or in part)? If so, provide a detailed description.
- Do you plan to work on your project with other artists in a collective or with other people in the community? If so, provide details on who you plan to work with and how they will contribute to your project.
- What are the reasons you want to carry out the project?
- How do you think this project will develop or advance you as an artist (or artists)?

Be clear and specific as you can be. The jury will want to know how you will complete the project if you receive a grant.

6. Budget – include the following (limit to 1 or 2 pages):

- Revenue – provide a list of the funds you expect to receive to support the project. This should include the grant request* (see p. 1 of the application) and if applicable, such things as contributions from other funders or sponsors, donations, fundraisers, in-kind contributions (e.g. free or donated artistic space or materials), etc.
- Expenses – provide a list of the costs you expect to spend to support the project. This could include artist and personnel fees, materials, space or equipment rental, research, travel, In-kind costs, etc. If you are applying for professional development or mentorship in association with your project, include these costs as well.
- Make sure that total Revenue equals total Expenses and that In-Kind revenue and expenses also balance (i.e. equal each other).

7. Timeline – include the following (limit to 1 page):

- Project Start Date (month and year)
- Provide important benchmarks or targets that you plan to meet at certain stages of the project. Include the approximate dates and description of what you wish to accomplish for each benchmark.
- Project End Date (month and year)

8. Artistic support materials

A large part of the assessment is based on your merits as an artist or artist collective. This is, in part, shown by your artistic resume, but mostly based on the jury seeing or hearing examples of your past work. You should include, whenever possible:

- Up to 10 images and/or 10 minutes of video or audio recording of your past work
- Up to 10 pages of text, such as poetry or prose, that demonstrates your past work

The Edmonton Arts Council recognizes that sometimes artists who have immigrated to Canada may not have easy access to past work, so past work is not a requirement to apply to this grant program. It is highly recommended, however, that some artistic material be submitted.

Digital media is the best way to show past work for this program (i.e. PDFs, digital images, MP3 audio files, or digital video). The EAC will also accept small-format hard copies, CDs, and DVDs.

9. Alternative application process

In the case when an artist wishes to apply but faces language barriers that make a written application impossible, the artist may, with the permission of the EAC, submit a 5-minute video narrative instead of written material. When this alternative is chosen:

- A signed application form is still required
- The video narrative must cover the following:
 - Background of artist
 - Information about the project
- Artistic support materials are still strongly encouraged
- Grant requests of more than \$5,000 will require a written budget and timeline

Artists considering this option to apply should contact the EAC Grants staff for help well in advance of the application deadline.