**COMMUNITY ARTS & CULUTRE ENHANCEMENT GRANT PROGRAM**

**Please read all instructions and guidelines before completing the form. The guidelines can be downloaded at squamishartscouncil.com.**

**Ensure that you are applying for the stream that fits your applicant profile. As of 2018, there are two streams to apply for: Member Group Grants and Community Initiatives.**

Grants available to Squamish Arts Council Member Groups are to support community arts, culture or heritage projects and initiatives, occurring between March 15th, 2019 and March 15th, 2020.

**SECTION I: Organization Data (please print legibly or type)**

**Organization’s Registered Name:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | Click or tap here to enter text. | | |
| Address: | Click or tap here to enter text. | | |
| City: | Click or tap here to enter text. | Postal Code: | Click or tap here to enter text. |
| Website: | Click or tap here to enter text. | Social Media: | Click or tap here to enter text. |

Current **Group** Member of the Squamish Arts Council in good standing for 2019? Yes:  No:

Are you a registered charitable organization or society with BC societies? Yes:  No:

|  |  |
| --- | --- |
| How many registered members does your organization have? | **Enter text** |

**Point of contact regarding fiscal and project matters:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: | Click or tap here to enter text. | | | |
| Address: | Click or tap here to enter text. | | | |
| City: | Click or tap here to enter text. | Postal Code: | | Click or tap here to enter text. |
| Website: | Click or tap here to enter text. | Social Media | | Click or tap here to enter text. |
| Phone: | Click or tap here to enter text. | Email: | Click or tap here to enter text. | |

**SECTION II: Grant Information**

Please answer the questions below in a written statement that is no more than 6 pages max. We recommend to be concise, but thorough in your answers. **Missing a question will deem the application ineligible. Please read program guidelines**. These answers can be written on a separate page and submitted as an attachment to your application.

1. Describe your affiliation with other local or provincial groups or associations, if any.

Click or tap here to enter text.

1. Did you receive a grant from the Squamish Arts Council last year? Yes:  No:
2. If you received a grant last year, have you submitted your final project report? Yes: No:

*Note that in order to be eligible, you must have no outstanding reports from previous SAC grants. SAC will not consider applicants who have outstanding reports from previous projects.*

**Please take this year’s theme: COMMUNITY into account when answering the questions below.**

1. Briefly describe your project. For what purpose do you need assistance?
2. Describe your organization’s capacity and plan to successfully realize this project.
3. Would you consider yourself a local arts/culture/heritage organization? If yes explain your affiliation and impact on the local arts sector. If no explain why you would like to apply to the Community Arts & Culture Enhancement Program.
4. How does this project/activity reflect your organization’s mission/vision/strategic priorities and objectives?
5. Describe the audience – how many people/Communities will this project serve/benefit?
6. Detail how your project will utilize and leverage resources and community volunteers if any.
7. Describe how this project meets the grant program goals and objectives?
8. How does this project fit within the Squamish Arts Council’s mandate?
9. Explain how this project will enhance the community through arts/culture/heritage and how it addresses community need.
10. Is this project phased – if so outline phases - detail phase under construction?
11. What are 3 objective measures of success for the project (for example, pieces of art produced, shows played, tickets sold)? Please list the measures, and targets you feel are achievable and representative of success.
12. If you do not receive funding through this Grant, what is your alternate course of action?
13. Please indicate your project start and end dates:Click or tap here to enter text.

**SECTION III: Financial Information**

Please provide a comprehensive budget for your project. You may use the budget form provided on the next page or submit your own budget form. All submitted budgets must clearly demonstrate expense categories and revenue sources for the project. Grant funding will only cover eligible project expenses. Please review the guidelines and squamishartscouncil.com to determine if your project is and its expenses are eligible.

All budgets must balance – project revenues should equal project expenses.

**SECTION III: Financial Information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Budget Summary For The Project:** (Note: If you need additional space please attach detailed budget.) | | | | | | |
| **REVENUES** |  |  |  | **EXPENSES** |  |  |
| Earned Income (Ticket sales, rentals, sales, etc) |  | $ |  | Artist or Instructor Fees | $ |  |
| Tuition, Workshop Fees |  | $ |  | Space Rental | $ |  |
| Membership Fees |  | $ |  | Equipment Rental | $ |  |
| Other Grants |  | $ |  | Travel, Transportation Expenses | $ |  |
|  |  | $ |  | Sets, Props, Costumes | $ |  |
| Donations (private corporate) |  | $ |  | Advertising, Publicity | $ |  |
| Contributed services  (In-kind)  Itemize source & type |  | $ |  | Administration | $ |  |
| 1. Click to enter text. |  | $ |  | Office: Bank, Phone, Paper, etc. | $ |  |
| 2. Click to enter text. |  | $ |  | Other Expenses (specify) | $ |  |
| 3. Click to enter text. |  | $ |  | 1. Click to enter text. | $ |  |
| 4. Click to enter text. |  | $ |  | 2. Click to enter text. | $ |  |
| 5. Click to enter text. |  | $ |  | 3. Click to enter text. | $ |  |
| **ARTS COUNCIL GRANT REQUESTED** |  | $ |  | Contributed Expenses  (in-kind) | $ |  |
| **TOTAL REVENUES** |  | $ |  | **TOTAL EXPENSES** | $ |  |
| **SURPLUS/DEFICIT** | | |  | $ |  |  |
| **BALANCE YOUR BUDGET** – TOTAL REVENUES SHOULD EQUAL TOTAL EXPENSES | | | | | |  |

*Note that not all indicated line items may apply to your project, if need please provide a detailed project budget on a separate sheet.*

**SECTION IV: Declaration**

I certify that the applicant organization is a cultural organization offering services to the Province of British Columbia, and that, to the best of my knowledge, all information contained in this application is accurate and represents a reasonable estimate of future operations of this organization based on information available at this time.

|  |  |
| --- | --- |
| Signed: |  |
| Name Print: | Click or tap here to enter text. |
| Date | Click or tap here to enter text. |

**SECTION V: Checklist**

**Before you submit your application, ensure that you have included the following:**

**One (1) copy** of the completed and signed, original application form is required for the adjudication panel, as well as **one (1) copy** each of:

Responses to questions

Organization Financial Statements or Notice to Reader

Detailed Project Budget

Any other lists required as attachments due to length of submission

Supplementary project information (optional)

Project reports are due 30 days after project end date. **Please indicate the date in which your project report will be due**: Click or tap here to enter text.

**SUBMISSION**

Please submit all materials and application form to [grant@squamishartscouncil.com](mailto:grant@squamishartscouncil.com) by February 28th, 2019 11:59 PST. Only electronic submissions will be considered unless otherwise approved. Please consider the environment, electronic submissions are preferred.

**QUESTIONS**

The Squamish Arts Council will do its best to answer your questions in regards to the grant application. SAC cannot share confidential information of other or past applications. For questions regarding your application, please call 604.213.2787.