



Arts Endowment Fund Grant Personal Application Form & Final Report Document

APPLICATION (blue areas)

Deadline is 4:30 PM the last working day of March.

Submit one original signed copy of the application by

E-Mail Mail or Hand Deliver

*All green shaded areas are to be completed for your final report

FINAL REPORT (green areas)

Your report deadline is **60 days after course completion.**

Submit one original signed copy of the Final Report by

Email Mail or Hand Deliver

TO:

Maureen MacKenzie
Arts & Culture Coordinator
City of Lacombe
5432 56 Ave.
Lacombe, AB T4L 1E9

Phone: 403-782-1258
Email: mmackenzie@lacombe.ca
Website: www.lacombe.ca

Applicant's Name:

Training / Funds Usage:

Amount Requested:

Privacy Statement: The personal information being collected is for the purpose of reviewing grant applications, and may, now or in the future, be used in accordance with the *Protection of Privacy Act* section 5(2)(d). This collection is authorized by the *Protection of Privacy Act* section 4(c). For questions about the collection and use of personal information, you may contact the City of Lacombe's Privacy Officer or Access to Information Coordinator at privacy@lacombe.ca or call 403-782-6666.

1. Purpose of the City of Lacombe Arts Endowment Fund Grants

To support the ongoing artistic development of individual artists and or not-for-profit arts organizations in the City of Lacombe or Lacombe County, by providing grant funding for specific arts-based training or development.

NOTE: Not-for-profit Organizations will be referred to as the Applicant in the text below.

2. Grant Terms and Conditions

1. The maximum grant amount is \$2,500 per application.
2. The Applicant can be awarded one grant per year.
3. Applicants may apply for up to 100% of eligible expenses that are directly related to the proposed project/training, including, but not limited to:
 - a. Tuition and training fees – these are mandatory components for grant funding.
 - b. Travel Expenses (airfare, fuel, hotels, meals).
 - c. Expenses while attending the training (transportation, accommodation, meals).
 - d. Supplies and materials required to attend.
 - e. Other expenses deemed to be reasonable and necessary may be considered by the Committee.
4. Grant recipients shall return the funds upon written request if the reporting requirements are not met and/or the course/training is not completed.
5. Due to extenuating circumstances, grant recipients may request an extension to their project completion date in writing. A single extension may be considered by the Committee.
6. Successful applicants who do not abide by the grant conditions will not be eligible for future grants from the Lacombe Arts Endowment Fund.
7. The Lacombe Arts Endowment Committee will review, approve/decline or modify the funding amount requested. The Lacombe Arts Endowment Committee makes the final decision regarding grant funding and appeals by the applicant to Lacombe City Council are not permitted.
8. The Applicant will be notified via e-mail of the decision.
9. The Applicant must comply with the grant terms and conditions, utilizing funds only for the purposes outlined in the grant application.
10. The training must be completed by June 30th of the year following the issuance of the grant. The final report is due 60 days after completion.
11. Applications and support materials must be received by 4:30 p.m. Mountain Standard time, on the last business day of March.
12. Faxed applications will not be accepted.
13. Request an e-mail receipt confirmation if you are e-mailing your application. Be aware there is a maximum of 20 mgs per email that our system will accept.
14. Late or incomplete applications will not be considered.
15. Submissions and audio/visual support materials will not be returned.

Grant recipients are fully accountable to the City of Lacombe for funds received upon acceptance of the grant.

3. Who May Apply for Funding

- a. Individual artists whose primary residence is located in Lacombe or Lacombe County.
- b. Not-for-profit arts organizations located in Lacombe or Lacombe County (Not-for-Profit organizations please refer to the Not-For-Profit Application Form)

4. Grants to Minors

If the applicant is under the age of 18 at the time of application, the following requirements must be met:

- a. A parent or Legal Guardian must sign the Application Form as the Designate for the grant.
- b. The Designate is responsible for the following:
 - i. Completeness and accuracy of the Application Form, and Final Report.
 - ii. Receipt and use of the grant funds.

- iii. Serving as a contact person for all inquiries related to the grant.

5. Ineligible Projects:

Funding is not provided for the production of music CDs, publication of books/manuscripts, or the production of for-profit goods.

6. Giving Back to the Community

Grant recipients are required to give back to their community to share the skills learned through courses taken via receipt of their grant. This may be in many forms:

- a. Music: playing at the Encore Art Show & Sale, a Music in the Park pre-concert, or hosting a concert of your own for the community.
- b. Visual Arts: volunteering at the Encore Art Show & Sale or teaching a class at a guild or school.
- c. Volunteering at an arts-based fundraiser in Lacombe or Lacombe County.
- d. Volunteering at an arts event such as the Encore Art Show & Sale or the Culture & Harvest Festival.
- e. The applicant must detail how they plan to give back to the community on their application.

7. Assessment and Notification

The Lacombe Arts Endowment Fund Committee will consider each project based on these general criteria:

- a. The artistic or educational merit of the project/training.
- b. Qualifications of the school and/or the Instructor(s).
- c. The appropriateness of the budget.
- d. Impact of the project.
- e. Thoroughness of the application.

Jurors may also consider the applicant's resume for:

- a. Level of training and experience.
- b. Personal objectives.
- c. Performance and achievements both past and present.

The committee may or may not grant the full amount requested.

Applicants will be notified within 72 hours of the Jury's decision.

Note: We recommend that you do not wait until the last week to submit your application. If we have issues with the thumb drive, downloading your files, etc., there may not be time to reach you before the end of the submission deadline to rectify the problem. Be proactive and get your submission in early!

8. Grants

Funding can be applied for ongoing training and development, including workshops, master classes, artist-in-residence, mentorship programs or professional courses of study that further an individual's education in the arts. All art forms, including visual, performing, and literary arts, will be considered. There are no age restrictions for this grant, however, the desire to build upon previous experience and or education in the artist's chosen field is a benefit.

Visual Arts: creative art whose products are to be appreciated by sight and or touch, such as painting, fibre, ceramics, woodworking, metal smithing, sculpture, film etc.

Performing Arts: forms of creative activity that are performed in front of an audience; such as theatre and drama, spoken word, music, vocals, and dance.

Literary Arts: all forms of written word which can range from poetry, novels, articles and comics.

9. Application Requirements

- a. Provide a detailed description of the training to be taken including an outline of the objectives, planned activities, the training schedule, and the expected results and benefits. Do not include the entire course syllabus as the committee will not review course catalogues.
- b. Your proposed budget, including the amount of grant funding (up to \$2,500) you are requesting.
- c. Your current resume of no more than four pages, including previous years of study and any awards or recognition you may have received in your chosen field.
- d. Supporting audio/visual materials:

Visual artists – Submit five (5) images of recently completed work on a memory stick compatible with an MS Windows Operating System. Provide a written and numbered inventory of the images, including the title, medium, size and year of execution. Image resolution should be 72 dpi; and a maximum size of 1024x768 pixels and 500K (0.5MG).

Performing artists – Submit two audition pieces of no more than four minutes each on a memory stick compatible with MS Windows Operating Systems. The two audition pieces together must not exceed eight minutes in length and should duplicate the experience of a live audition. One audition piece must relate to the program of study, such as classical, contemporary, jazz, modern, folk, etc. The second piece must be in a contrasting style.

Literary Artists – two PDF writing samples of no more than ten pages each stored on a memory stick compatible with MS Windows Operating Systems, and a clean, printed copy of each on white, single-sided, unbound 8 ½" x 11" paper, double spaced and with a font size of 12 or larger.

Complete and submit the Grant Application Form, including a projected budget, and all necessary documentation by **4:30 pm on the last business day in March.**

- *Faxed copies will not be accepted.*
- *Late applications will not be considered.*
- *Submissions and audio/visual support materials will not be returned.*
- *Applicants will not be notified if their application is missing components; incomplete submissions will not be considered.*

INDIVIDUAL APPLICATION FORM AND FINAL REPORT

The sections in blue are to be completed as your initial application.

The areas in green are to be submitted as your final report.

1. APPLICANT INFORMATION

Name:	
E-Mail Address:	
Mailing Address (include postal code):	
Street Address (if different):	
Telephone Number:	

2. FUNDING	GRANT AMOUNT REQUESTED	GRANT AMOUNT AWARDED

3. GENERAL INFORMATION

Please provide an overview of your history/training in your chosen field and how you think this course or program will benefit you going forward.

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4. PROGRAM/PROJECT OVERVIEW

Please explain in your own words, what the training or program you are applying for is about. Include where it is being offered and information about the school/organization, including who the instructors are if possible. If you have already been accepted, please attach a copy of your acceptance letter/email. Pre-existing acceptance into the program for which you are applying for funding **does not guarantee** grant funding

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<p>5. School/Course Website Please provide a link to the school and if available, to the course(s)/program(s) you intend to take.</p>	<p><i>School Link:</i> <i>Course Link:</i></p>
<p>6. Objectives What are the expected results and benefits you expect from taking this course/program?</p>	
<p>7. Schedule When will the course program start and finish, and what hours will you be attending?</p>	
<p>8. Planned Activities What will you be learning and doing in this course/program? Include general details from the syllabus if helpful.</p>	
<p>9. Giving Back to the Community How do you intend to give back to the community? If volunteering – who will you assist, and when? Offering a course – when and where? If hosting an event – when and where? Other:</p>	
<p>10. Resources Needed Please list the resources you will need and provide an estimated cost for them. Be as specific as possible. This information should support the total value of your expenses in Section 11.</p>	<p>Enrollment fees:</p> <p>Program Materials & Supplies:</p> <p>Travel Expenses:</p> <p>Accommodation:</p> <p>Meals:</p> <p>Other (please describe):</p>

11. FINANCIAL	Initial Budget	Final Reporting	
REVENUE	Proposed	Actual	Variance/Notes
City of Lacombe Arts Endowment Grant			
EXPENSES	Proposed	Actual	Variance/Notes
Enrollment Fees			
Program Materials & Supplies			
Travel			
Accommodation			
Meals			
Other Expenses (please list)			
Total Expenses			
SURPLUS OR DEFICIT			

12. Final Report	
Did you complete your course/program as planned, and did you use all the funds you were granted as they were intended?	
Did you receive a diploma or proof of course completion? Please attach a copy.	
Now that you are finished, were your expectations met? Were there unexpected benefits as a result, and will you take any further training in the future as a result?	
If it didn't meet your expectations, please explain why.	
How did the Arts Endowment Grant help you meet your goals?	
Have you attached copies of all your receipts?	
When you applied, you had plans on how you will give back to the community. Have you done so already, or when will you fulfill this obligation?	
Are there any other comments you would like to make?	
If you have any images or videos from your course/training or of what you created, please attach them.	

Submission Checklist:

- Completed and Signed Application Form
- Current resume
- Supporting audio / visual / written materials.
- Letter of acceptance if accepted into a specific course.

Contact Information:

Maureen MacKenzie
Arts & Culture Coordinator
City of Lacombe
5432 56 Ave.
Lacombe, AB T4L 1E9

Phone: 403-782-1258
Email: mmackenzie@lacombe.ca
Website: www.lacombe.ca

For City of Lacombe Office Use Only

<u>APPLICATION</u>	<u>YEAR END FINAL REPORT</u>
Date Received: _____	Date Received: _____
<input type="checkbox"/> By Mail <input type="checkbox"/> By Email <input type="checkbox"/> Hand Delivered	<input type="checkbox"/> By Mail <input type="checkbox"/> By Email <input type="checkbox"/> Hand Delivered
Incomplete – Returned: _____	Incomplete – Returned: _____
Amount Requested: _____	
Approved: _____	Approved: _____
<input type="checkbox"/> Yes Amount Approved: \$ _____	Future Recommendations:
<input type="checkbox"/> No Reason for Denial:	
Other Notes:	Other Notes: