Arts Endowment Fund Grant Application & Final Report Form for Not-For-Profit Arts Organizations

APPLICATION

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 areto be completed for your project Final Report.

FINAL REPORT (shaded areas)

Deadline is ***60 days after course completion.***

Submit one original signed copy of the Final Report by

☐ Email   ☐ Mail   or   ☐ Hand Deliver

Copies of all receipts must be included.

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

Organization 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 Grant
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 a grant for specific arts-based training or development.

2. Not-For-Profit Arts Organizations May Apply for Funding:
Not-for-profit arts organizations organizations in the City of Lacombe or Lacombe County that provide opportunities to benefit their organization and/or communityare eligible to apply. These may include regional or provincial competitions, hiring a recognized Instructor to teach workshops etc. The Organization then must offer a concert, dance recital, reading, live theatre production, art exhibition etc. for the public to attend. These events should be free of charge to the public, however, if a fee is charged to the public, a minimum of 25% of the ticket/door sales are to be donated back to the Arts Endowment Fund.

3. Grant Terms and Conditions
a. The maximum grant under this program will not exceed $2,500.
b. Not-for-profit organizations in the City of Lacombe or Lacombe County may be awarded a grant once each year.
c. Applicants may apply for up to 100% of eligible expenses that are directly related to the proposed project/training, including, but not limited to:
  * Tuition and training fees or Fees for Professional Instructors – these are a mandatory component for grant funding.
  * Travel Expenses for Instructors or attendees (airfare, fuel, hotels, meals)
  * Attendee expenses while attending out of town training (transportation, accommodation, meals)
  * Supplies and materials required to attend
  * Other expenses considered by the Art Endowment Committee deemed to be reasonable and necessary.
d. Grant recipients shall return the funds upon written request if the reporting requirements are not met and/or the course/training is not completed.
e. Due to extenuating circumstances, grant recipients may request in writing, an extension to their project completion date. A single extension may be considered by the committee.e.
f. Successful grant applicants who do not abide by the grant conditions will not be eligible for future grants from the Lacombe Arts Endowment Fund.
g. The Lacombe Arts Endowment Committee will review, approve/decline or modify the funding amount requested and makes the final decision regarding grant funding and appeals by the applicant to Lacombe City Council are not permitted.
h.   The Applicant will be notified via e-mail of the decision.
i.   The Applicant must comply with the grant terms and conditions, utilizing funds only for the purposes outlined in the grant application.
j.   The training must be completed by June 30th of the year following issuance of the grant, and the final report of grant use is due 60 days after training completion.
k.   Applications and support materials must be received by 4:30 p.m. Mountain Standard time, on the last business day of March.
l.   Faxed applications will not be accepted.
m. 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.
n. Late or incomplete applications will not be considered.
o. 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.

4. Ineligible Projects:
Funding is not provided for the production of music CDs or publication of books/manuscripts or the production of goods that are created for profit or applications received from not-for-profit organizations that are not in the City or County of Lacombe.

5. Giving Back to the Community
Not-for-profit arts organizations must offer an event the public may attend. This may be in many forms such as:
   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. Performing Arts – hosting a production that the public may attend.
   c. Visual Arts – hosting an exhibition for the public.
   d. Hosting an event at the Culture and Harvest Festival or Lacombe Days.
   e. The applicant must detail how they plan to give back to the community in the application.

6. Assessment and Notification
The Lacombe Arts Endowment Fund Committee will consider each project based on these general criteria, as well as the qualifications of the educator and/or institute:
   a. The artistic, educational or promotional merit of the project.
   b. Benefit to the organization and its members.
   c. The appropriateness of the budget.
   d. Potential benefit for the community.

Jurors may also consider the:
   a. Level of training and experience of instructors.
   b. Ongoing objectives of the organization
   c. Performance and achievements of the organization, both past and present.

Applicants will be notified within 72 hours of the Jury's decision.
The committee may or may not grant the full amount requested.

7. Grants
Funding can be applied for ongoing training and development, including workshops, master classes, mentorship programs, or professional courses of study that further an organization'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.

> *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 for Not-for-Profit Organizations:
   a. Provide a full description of the organization, including the names of the executive and the organization's mission statement.
   b. The project budget.
   c. A detailed description of the project, including an outline of the objectives, planned activities, schedule, expected results and benefits for the organization and/or the public.
   d. Background information of Instructor(s) to be hired; their professional qualifications & training experience.
   e. Date(s) of public event (s) to be held if the public is not participating in the project.
   f. The Lacombe Arts Endowment Fund must be recognized in all advertising for the event or training opportunity.
   g. 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.*

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**!**

10. Final Report
Complete the green areas of the previously submitted application form. Attach copies of all receipts, and any images/stories you would like to share, and submit them within 60 days of completion of the training/program.

11. Where did you hear about this grant?

1. FUNDING REQUEST	GRANT AMOUNT REQUESTED	GRANT AMOUNT AWARDED

2. ORGANIZATION INFORMATION	
Organization Name (if applicable):	
Primary Contact Name:	
Position:	
E-Mail Address:	
Website:	
Mailing Address (include postal code):	
Street Address (if different):	
Telephone Number:	

3. TYPE OF ORGANIZATION	
☐ Alberta Societies or Charitable Number:	☐ Government Agency:
☐ Lacombe Business License Number:	☐ Other:

4. ORGANIZATION INFORMATION

Please provide a BRIEF overview of your organization, i.e., mission, mandate, history.

5. PROGRAM/PROJECT OVERVIEW

Please explain briefly, in your own words, what the program/project is.

6. PROGRAM/PROJECT LOGIC MODEL	
Statement of Need: *What community or organizational need or situation would this funding support or assist? Why is it important to our community or your organization?*	
Strategy: *What workshops, programs, activities, etc. have you planned to address the need?*	
Was your Strategy implemented as planned above? If not, why? What changed? How did it go?	

Outcomes: *What change or improvements do you want to achieve for your organization or the community?*	
Indicators of Success: *How will you know the outcome has been achieved? Will you have participants complete an evaluation?*	
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.*	Enrollment/Instructor fees: Program Materials & Supplies: Travel Expenses: Facility Rentals: Meals: Other (please describe):
Partners: *Are any other organizations assisting? Who & what resource does each Partner bring to the program/project (i.e. money, staff, catering, supplies, instruction etc.)*	
Schedule: *when will your program/project start and finish, and what hours and where will it run?*	
Giving Back to The Community - *How will your organization give back to the community?* *(see section 5 above)* *If participating in Lacombe Days, Culture Days or another community event, have you contacted the organizer and registered?* *Other:*	

7. Project Outputs	For the **Funding Application**: complete **White Areas**
	For the **Final Report** complete the **Green Areas**

Anticipated and Actual # of Participants

Ages	0 - 5	6-11	12-18	19-39	40-64	65+
Anticipated						
Actual						

Other Outputs:

	Total # of Participants	# of Participants from City of Lacombe	# Participants from Lacombe County	# of Volunteers	# of Volunteer Hours	Other
Anticipated						
Actual						

8. Project Outcomes (from the outcomes listed in the page above)	# of participants completing the evaluation form	# of participants experiencing positive change

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			
How will any deficits be covered?			

12. Final Report	
Did your organization complete your program as planned, and were all the funds awarded used as they were intended?	
Now that you are finished, were the outcomes met? Were there unexpected benefits as a result, and would your organization offer this again in the future?	
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 your organization applied, there were plans on how to give back to the community. Has your organization 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.	

Stories – Please share an anecdotal story that describes the significant impact <u>for the participants</u>. Please also include a photo from your program (if possible):

Arts Endowment Grant Application for Not-For-Profits

What changes or improvements will you make (if any) to the program/project?

What improvements can be made to the outcome measurement process?

11. ADDITIONAL DOCUMENTS MAY BE REQUESTED

These do not need to be submitted at this time, but may be requested later: List of Board of Directors, Copy of audited financial statements, Certificate of Insurance, or Certificate of Incorporation under the Society Act. Financial statements directly related to this project may also be requested

Application Submission Checklist:
□ Completed and Signed Application Form
□ Organizational Information
□ Supporting audio/visual/written materials.
□ History/Background/Resume of Instructors.

Final Report Submission Checklist:
□Completed and Signed the Green Sections of this Form
□ Copies of all Receipts
□ Images if applicable

DECLARATION OF INTENT

As the applicant, we, the undersigned declare that if awarded a grant by the Lacombe Arts Endowment Fund, it shall be used solely and explicitly for the purposes stated in this application and in accordance with the statement of expenditure (budget) as submitted and approved. Any portion of the grant funds not used for these purposes, or any portion not required to complete the project or meet the described objectives, will be returned to City of Lacombe, unless prior written permission to vary these purposes is obtained with consent of the City of Lacombe only for the approved change in the application's purpose. .

Name/Title (print)	Signature	Date
Name/Title (print)	Signature	Date

DECLARATION OF SUBMISSION AND COMPLIANCE

I/We agree to provide, within 60 days of project completion:
1. A report detailing the use to which the funds were applied
2. A detailed statement of revenues and expenditures
3. Any other relevant information as required by the City of Lacombe to satisfy reporting and accounting requirements

I/We agree that the project outcomes and success stories become the property of the City of Lacombe and may be shared as such. I/We agree to be aware of and comply with required City of Lacombe bylaws, as well as all necessary insurance, criminal record checks, legislative, or other requirements. I/We the undersigned hereby certify that this application contains a full and accurate account of all matter stated herein:

Name/Title (print)	Signature	Date
Name/Title (print)	Signature	Date

DECLARATION AT PROJECT COMPLETION

1. The grant funds received from Lacombe Arts Endowment Fund were used solely for the purpose for which the grant was made, or if the original purpose varied with the consent of the City of Lacombe, only for the purpose as varied.

2. That any unexpended grant funds not used for the purpose for which the grant was made have been returned to the City of Lacombe.

3. That the project outcomes and success stories become the property of the City of Lacombe and may be shared as such.

4. That the project financial report is an accurate account of grant funds spent.

_____   _____   _____

Name/Title (print)   Signature   Date

_____   _____   _____

Name/Title (print)   Signature   Date

Contact Information:
Maureen MacKenzie
Arts & Culture Coordinator   Phone: 403-782-1258
City of Lacombe   Email: mmackenzie@lacombe.ca
5432 56 Ave.   Website: www.lacombe.ca/211/Arts-Culture
Lacombe, AB   T4L 1E9

For City of Lacombe Office Use Only

APPLICATION	YEAR END FINAL REPORT
Date Received: _____	Date Received: _____
☐ By Mail ☐ By Email ☐ Hand Delivered	☐ By Mail ☐ By Email ☐ Hand Delivered
Incomplete – Returned: _____	Incomplete – Returned: _____
Amount Requested: _____	
Approved: _____	Approved: _____
☐ Yes Amount Approved: $_____	Future Recommendations:
☐ No Reason for Denial:	
Other Notes:	Other Notes:

Arts Endowment Grant Application for Not-For-Profits