

# CULTURAL ASSISTANCE PLAN FOR EMERGENCIES (CAPE)

## ARTIST EMERGENCY FUND GUIDELINES

### Definition of Emergency

Financial need arising from:

- Severe illness (self or immediate family member)
- Accident resulting in inability to work
- Other catastrophic incident

### Definition of Eligible Recipient

- A practicing cultural worker working more than 50% of their time on culture related activity or a recognized cultural worker
- A resident of Newfoundland and Labrador

### Advisory Committee

- The advisory committee of five consists of: one member appointed by the Newfoundland and Labrador Arts Council, one appointed by ACTRA Newfoundland, and three members representing the arts community at large (representation should include at least one emerging artist and one established artist).
- Arts community representatives are selected from nominations put forward by the arts sectoral organizations.
- The NLAC and ACTRA representatives are appointed for three years; the three arts community representatives are appointed for two years.
- A quorum is three out of five members.

### Administration of the Fund

- The fund is administered by the Newfoundland and Labrador Arts Council (NLAC).
- The fund is invested in a separate bank account.
- The NLAC is responsible for notifying people on the decision regarding their application.

### Application and Selection Process

- Applications must be made in writing. (An official application form is available from the NLAC office, but is not required.)
- Applications may be delivered to the NLAC office or submitted by fax, mail or e-mail (preferred). *See contact information below.*
- Only one application per crisis will be permitted.
- Information may be general, as long as it outlines the nature of the emergency.
- The application will be reviewed by the advisory committee and an answer will be given within 2-3 business days.
- The final decision rests with the committee.
- Additional documentation may be required at the discretion of the NLAC.

The Newfoundland and Labrador Arts Council  
Street address: 1 Springdale Street, St. John's  
Mailing address: P.O. Box 98, St. John's, NL, A1C 5H5  
Phone: 726-2212, Toll Free 1 (866) 726-2212  
Fax: (709) 726-0619  
E-mail at [nlacmailB@nlac.org](mailto:nlacmailB@nlac.org)

# Artist Emergency Fund

## APPLICATION FORM (All information will be kept confidential)

*You cannot save data typed into this form. Application forms cannot be submitted electronically.  
Please print and sign the completed form and submit it in hard copy.*

Recipient's Name:

Address:

Phone:

E-Mail:

Nature of Emergency and brief description of costs to be covered:

I have read the above guidelines and feel that I/ the recipient qualify.

Print Name

Date

\_\_\_\_\_  
Signature or name of person  
Completing this application

**ALL APPLICATIONS ARE CONFIDENTIAL.**