

Annual Operating Program for Professional Arts Organizations

The **Annual Operating Program for Professional Arts Organizations (AOPPAO)** program is available to professional not-for-profit arts organizations. Applicants can apply for costs involved in operating the organization, and creating, presenting or producing artistic works including artist and technician fees, venue rentals, administration cost, and travel expenses.

Eligibility:

This program is open to all artistic disciplines served by ArtsNL (dance, film, multidiscipline, music, theatre, visual arts, writing).

Definition of a professional not-for-profit arts organization: A formal organization operating in one or more of the artistic disciplines supported by ArtsNL

- that has the creation and/or presentation of works of art as its **primary** activity
- that is registered, or operates as a non-profit arts entity
- that has a board of directors overseeing the operations of the organization
- that has a paid artistic director, general manager, or equivalent
- that pays artist fees at established national standards for the artistic discipline(s) and practice in which it operates
- that has internal or external oversight of the organization's finances and produces an annual financial statement

Residency, age, and activity requirements:

Professional not-for-profit arts organizations:

- Must have been active in Newfoundland and Labrador for a minimum of one year at the time of submitting an application
- Must have actively engaged in professional arts activities within the last year
- Must have at least half its board members residing in Newfoundland and Labrador

- Must have at least half its board members and artists hired be at least 18 years of age or have post-secondary standing

Application Deadline:

February 15 for a season/event(s) starting on/after **April 15**. If an application deadline falls on a weekend or holiday, the deadline will be moved to the next business day. **Seven copies of a complete application must be received at the ArtsNL office by 4:30 p.m. on the application deadline, or postmarked by the deadline date.**

Program funding and maximum grant: \$150,000 is available to be awarded annually. The maximum grant request is **\$10,000** and the minimum grant to be awarded is \$1,000 (or the total amount requested if less than \$1,000).

Program Guidelines:

- Applications must be submitted on the official AOPPAO application form. **Ensure you have the latest version.**
- **Incomplete applications will not be considered for funding.**
- Applicants are encouraged to book a meeting with program staff to discuss their application well before the application deadline.
- Applications must be typed or hand printed.
- Only one application per organization will be accepted per annual application deadline.
- Applicants are expected to explore other sources of revenue. Applicants may not always be awarded the full amount requested.
- Applicants must submit **seven** copies of a **complete** application on/before the application deadline consisting of: a completed AOPPAO application form, organizational history, a detailed activity description for the coming year, an annual budget, a list of current board members, and

including province of residency for each individual, and resumes/bios of key participants in activities confirming their professional arts practice.

- Applicants are encouraged to include support materials with their application. **Seven** copies of each item must be submitted by the application deadline. **ArtsNL will not copy support materials.**
- Organizations must submit **one** copy of a financial statement for their last completed fiscal year by the application deadline. This document must list expenses, revenues, surplus/deficit for the last year, and accumulated surplus/deficit.
- Retroactive applications cannot be considered. The activities you are seeking funding for cannot start before you have been notified your application has been funded by ArtsNL.
- Applicants will receive confirmation of receipt of a new application by email or phone within two weeks of the application deadline.
- **ArtsNL funding will only support travel based on the most economical route possible** (i.e. the cheaper overall travel cost for driving versus flying).
- **Final reports** on all past ArtsNL grants must be submitted before ArtsNL will release funding for a new grant.
- When applying for new funding from ArtsNL, an applicant is permitted to have **one** final report **owing** across all ArtsNL programs. In this instance, a final report is considered **owing** on any past project funded by the ArtsNL that is past the project end date listed on the application, or extended on approval of ArtsNL staff before the current application deadline. **Applicants owing more than one final report across all**

ArtsNL programs will not be permitted to apply for further funding from ArtsNL.

- Applicants funded through this program are not eligible to apply to the Professional Project Grants Program, or the Community Arts Program for additional funding. *(Organizations seeking to move to the Sustaining Program for Professional Arts Organizations (SPPAO) may apply to both the SPPAO and AOPPAO in year **one** of the SPPAO funding cycle, but if successful in the SPPAO, the AOPPAO application will be pulled.)*

Assessment: Applications are reviewed by a multidisciplinary peer assessment committee typically consisting of five to seven members. Decisions are reviewed and ratified by Council. Government members of Council and ArtsNL staff do not vote.

Final reports: A final report on all projects funded by ArtsNL is typically required within three months of the project end date listed on the application form. **However, if an organization seeks new funding from ArtsNL, the final report requirements listed above will apply.** A final report form is available from the ArtsNL office or website.

Forward questions and/or completed applications to:
Ken Murphy
Program Manager
ArtsNL
1 Springdale Street (The Newman Building)
P.O. Box 98
St. John's, NL, A1C 5H5
Phone: (709) 726-2212 ext. 205
Toll free in NL only 1 (866) 726-2212 ext. 205
Fax: (709) 726-0619
kmurphy@nlac.ca



Annual Operating Program for Professional Arts Organizations Grant Application Form

Applicants must submit **7 copies** of the completed application (application form, organizational history, detailed activity description for the coming year, annual budget, list of board members, resumes/bios of key participants, and support material), and **1 copy** of a financial statement for the organization's last completed fiscal year. Applications must be typed or hand printed. Only fully completed applications received by the application deadline will be considered. This application is available online at www.artsnl.ca.

NOTE: If application is successful, the **cheque** will be **made payable** to the **ORGANIZATION** listed below.

FILE NUMBER: _____

*NAME (not-for-profit organization): _____

MAILING ADDRESS: _____

CITY/ TOWN: _____ POSTAL CODE: _____

PHONE: (H) _____ (W) _____ (C) _____ FAX: _____

E-MAIL: _____ WEB SITE: _____

CONTACT PERSON: _____

TITLE OF UPCOMING SEASON/ EVENT(S): _____

BRIEF SUMMARY OF ACTIVITIES YOU ARE SEEKING FUNDING FOR (*one or two sentences to be used in a media release if the project is funded*):

SEASON/EVENT(S) TO START BY: _____ AND END BY: _____
(Date) (Date)

*Privacy Notice: Under the authority of the Annual Operating Program for Professional Arts Organizations (AOPPAO) personal information is collected in order to operate the program. This information is kept confidential and handled as required by the *Access to Information and Protection of Privacy (ATIPP) Act*. Any questions or comments can be directed to Joshua Jamieson, ArtsNL Communications Officer and ATIPP Coordinator: jjamieson@nlac.ca, (709) 726-2212 ext. 203.

GRANT APPLICATION CHECKLIST: Applicants **MUST** include **seven** copies of the following attachments to this application form:

- A description of the organization's history
- A detailed description of the season/events for your upcoming year
- A list of your current board members including province of residency for each individual
- A detailed annual budget for the organization for your current/upcoming fiscal year
- Updated resumes/bios for key artists for the upcoming year's season/events that confirm a professional arts practice

Applicants **MUST** submit **one** copy of:

- The financial statement for the organization's last completed fiscal year (It must include a list of revenues and expenses, annual surplus/deficit for the last completed year, and accumulated surplus/deficit for the organization.)

SUPPORT MATERIAL: *(Optional. If submitted, **seven** copies must accompany your application by the deadline.)* Please indicate support materials submitted. *(Original artworks, published books, or cassette/ VHS tapes, documents stored in Dropbox, Google +, etc. **cannot** be accepted as support material. ArtsNL is not responsible for damage to or loss of any submitted support material.)*

- Images (photos, jpgs, max 20)
- Manuscripts (max. 30 pages)
- Scores
- DVDs (max. 2 titles for play on a PC)
- CDs (max. 2 discs of music, etc.)
- Online links for videos
- Recent Reviews (max. 10 pages)
- Other (Specify:_____)

If you require support material to be returned: please include a self-addressed stamped envelope with your application **OR** arrange to pick it up from the ArtsNL office. ArtsNL will hold on to support material for one year. After this period, any unpublished works/works in progress that have not been picked up will be shredded (as per ATIPP guidelines), and any published materials that have not been picked up will be sent to the provincial archives.

DECLARATION

By the following signature the applicant declares that:

- All statements made in this application are true.
- Any funds awarded will be used solely for the purposes stated, otherwise the monies will be returned to ArtsNL.
- Any publicity or promotional materials related to the work shall acknowledge the assistance of ArtsNL and include the ArtsNL logo, available from the ArtsNL office and website.
- I have been authorized by the board of the applying organization to sign this proposal on their behalf.
- I accept the conditions of the AOPPAO and will accept the decision of the peer assessment committee.
- I have submitted all final reports for previous ArtsNL grants to this applicant. **If a report is owed, I understand that any funding awarded for this project will not be released until all final reports owed have been submitted and approved by ArtsNL staff.**

(Signature of the organization's staff member or the chair of its board)

(Date)

BUDGET INFORMATION

Give specific details and amounts for each category applicable. A more detailed budget may be attached.

- a) Fees (artist, technical, crew, etc.) a) \$ _____

- b) Materials/Consumables (sets, staging, etc.) b) \$ _____

- c) Equipment Rental (lighting, sound, etc.) c) \$ _____

- d) Administration (office costs, promotion/publicity, salaries for administrative staff etc.) d) \$ _____

- e) Travel/Accommodations/Per Diems e) \$ _____
(modes of transportation, locations, duration, etc.)

- f) Venue(s) Rental f) \$ _____

- g) Other (specify) g) \$ _____

Budget Summary:

- h) **Total Expenses** h) \$ _____
- i) **Total Income** from sources **other** than ArtsNL i) \$ _____
(Indicate source and the amount anticipated or confirmed. Indicate confirmed funding with an *.)

- j) **Total Amount Requested** from ArtsNL (h - i = j) j) \$ _____

Please Note:

The maximum request from the Annual Operating Program for Professional Arts Organizations is **\$10,000**.

- Capital costs (lighting and sound equipment, computers, buildings, etc.) are **not** eligible for funding.
- Fees and travel costs can only be considered for individuals who are 18 years of age or older.
- ArtsNL Travel Rates:
Mileage: 35.34 cents/km. Per diem: maximum \$49/day in province and \$55/day outside the province