



Newfoundland and Labrador Arts Council

Community Arts Program

Purpose:

The **Community Arts Program (CAP)** is available to **community-based** arts organizations and groups. The program funds projects related to arts workshops, presentations, productions, new creations, adjudicator fees, artist fees, and travel costs.

Eligibility:

Applying organizations or groups:

- Must have the development or promotion of the arts as a **primary** mandate
- Must have been active in Newfoundland and Labrador for a minimum of twelve consecutive months at the time of application
- Must operate in a not-for-profit capacity, or be registered as a not-for-profit organization in the province
- Must have at least half its board members residing in Newfoundland and Labrador
- Must operate as a community-based organization (i.e. they are run by volunteers and typically do not pay a professional administrator or artistic director)

If you have any concerns regarding eligibility, please contact the program manager before submitting an application.

Annual deadline: September 30

Projects must start on/after December 1.

Program funding and maximum grant:

\$75,000 is available to be awarded annually. The maximum grant request is **\$5,000**, and the minimum grant to be awarded is \$1,000 (or the total amount requested if less than \$1,000). Applicants funded through this program are not eligible to apply to the Professional Project Grants Program, the Professional Festivals Program, or the Sustaining Program for Professional Arts Organizations for additional funding.

Program Guidelines:

- All applications must be submitted on the official CAP application form. (Ensure you have the latest version.)
- Retroactive applications cannot be considered.
- Only one application will be accepted per organization or group per application deadline.
- Applicants are expected to explore other sources of revenue for the project. Applicants may not always be awarded the full amount requested.
- Applications **must** include: project description; budget; resumes of key participants; and support material.

Assessment:

Applications are reviewed by a three to six member multidisciplinary peer assessment committee. Decisions are reviewed and ratified by Council. Government members of Council and NLAC staff do not vote.

Final report:

A final report is required within three months of the project end date. Late final reports will restrict eligibility for future NLAC funding. A final report form is available from the NLAC office or website.

For more information contact:

Ken Murphy, Program Manager
Newfoundland and Labrador Arts Council
1 Springdale Street (The Newman Building)
P.O. Box 98
St. John's, NL, A1C 5H5
Phone: (709) 726-2212
Toll Free: 1 (866) 726-2212 (NL only)
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www.nlac.ca
kmurphy@nlac.ca



Newfoundland and Labrador Arts Council

Community Arts Program Grant Application Form

Applicants must submit **7 completed copies** of the application form and project description, and **6 copies** of support material. Applications must be typewritten or hand printed. Only fully completed applications received by the grant deadline will be considered.

for office use only - FILE NUMBER:

*NAME (group or organization):

MAILING ADDRESS:

CITY:

POSTAL CODE:

PHONE: (H)

(W)

FAX:

E-MAIL:

WEBSITE:

CONTACT PERSON:

PROJECT TITLE:

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

PROJECT TO START BY:

(Date)

AND END BY:

(Date)

*Privacy Notice: Under the authority of the Community Arts Program (CAP), 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 Jquj w'lcu lguqp, NLAC Communications Officer and ATIPP Coordinator: jjamieson@nlac.ca, (709) 726-2212.

DETAILED PROJECT DESCRIPTION: Please attach a typewritten or hand printed project description (2-6 pages) that answers the following questions in detail:

- What do you want to do through this project?
- How will you structure, staff and operate this project so it will meet this goal?
- Where and when will the project happen? Please provide a specific time line for this project.
- Who will be the key participants in developing and delivering this project?
- How does this project fit into the mandate of your group or organization?
- What benefits will this project bring to your local community, your organization, and the people who participate in the project?

GRANT APPLICATION CHECKLIST: Applications **must** include the following attachments:

A detailed project description (*See above for details*)

A brief, up-to-date description of the group's/organization's history and activities.

A detailed budget for the project (*The enclosed budget form may be used, or a separate budget may be attached*)

Updated resumes for key participants in the project

Relevant support material

Most recent financial statement

SUPPORT MATERIAL: Please indicate support materials submitted. (*Original artworks cannot be accepted as support material. The NLAC is not responsible for damage to or loss of any submitted support material.*)

Images (slides, photos, jpgs, max 20)	Manuscripts (max 30 pages)	Scores
VHS/DVDs (max 2)	Audio Tapes/CDs (max 2)	
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 NLAC office. The NLAC 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.

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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 therein, otherwise the monies will be returned to the Newfoundland and Labrador Arts Council.
- Any publicity or promotional materials related to the work shall acknowledge the assistance of the Newfoundland and Labrador Arts Council and include the NLAC logo.
- I have been authorized by the board/membership of the applying group/organization to sign this proposal on their behalf.
- I accept the conditions of the CAP and will accept the decision of the peer assessment committee.
- I have submitted all final reports for previous NLAC grants to this applicant. I understand that any funding awarded for this project will not be released until all final reports have been submitted.

Signature of applicant's representative

Date

BUDGET INFORMATION

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

- a) Fees (indicate service required and rate of pay) a) \$

- b) Materials/Consumables b) \$

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

- d) Administration (office, publicity, etc.) d) \$

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

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

- g) Other (specify) g) \$

Budget Summary:

- h) **Total Expenses** h) \$

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

- j) **Total Amount Requested** from the NLAC (h - i = j) j) \$

Please Note:

- The maximum request for the Community Arts Program is **\$5,000**.
- 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.