



## Community Arts Program

The **Community Arts Program (CAP)** is available to **community-based** not-for-profit arts organizations and groups. The program funds projects related to arts workshops, presentations, productions, new creations, adjudicator fees, artist fees, and travel costs.

### Eligibility:

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

### **Definition of a community-based arts group:**

A group of individual artists who work in one or more of the artistic disciplines supported by ArtsNL:

- that has the creation and/or presentation of works of art as a **primary** activity
- that is composed of at least two individuals
- that operates in a not-for-profit capacity
- that operates as a community-based organization (i.e. run by volunteers and typically does not pay a professional administrator or artistic director)
- that has internal oversight of the group's finances and can produce an annual financial statement

### **Definition of a community-based 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 a **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 operates as a community-based organization (i.e. run by volunteers and typically does not pay a professional administrator or artistic director)
- that has internal or external oversight of the organization's finances and produces an annual financial statement

### **Residency, age, and activity requirements:**

Community-based arts groups and 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 community-based arts activities within the last year
- Must have at least half its members (for groups) or board members (for organizations) residing in Newfoundland and Labrador
- Must have at least half its members (for groups) or board members (for organizations) who are at least 18 years of age, or have post-secondary standing

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

### Application deadline:

**September 30** for projects starting on/after **December 1**

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 (registered mail recommended for tracking purposes).**

**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 Annual Operating Program for Professional Arts Organizations, or the Sustaining Program for Professional Arts Organizations for additional funding.

### Program guidelines:

- Applications must be submitted on the official CAP application form. **Ensure you have the latest version.**
- **Incomplete or late 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 group or organization will be accepted per 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 CAP application form, a detailed project description, a history of the organization or group, list of the organization's board or group members including province of residency for each individual, a budget, and resumes/bios of professional artists involved in the project that confirms a professional arts practice, and resumes of other key individuals involved in the project.
- Applicants are encouraged to include support materials with their application. These should relate to the project for which you are seeking funding. **Seven** copies of each item must be submitted by the application deadline. **ArtsNL will not copy support materials.**
- All applicants must submit **one** copy of a financial statement for their last completed fiscal year listing revenue, expenses, surplus/deficit for the last year, and accumulated surplus/deficit.
- Retroactive applications cannot be considered. The project, as described in your application, cannot start before you have been notified it 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 project.
- 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 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.**

**Assessment:** Applications are reviewed by a multidisciplinary peer assessment committee typically consisting of five to seven members. All 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 a community-based group, or not-for profit arts 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](mailto:kmurphy@nlac.ca)



## Community Arts Program Grant Application Form

Applicants must submit **7 copies** of the completed application (application form, project description, history of the organization or group, list of board/members, budget, resumes/bios of key participants, support materials), and **1 copy** of a financial statement for their last completed fiscal year. Applications must be typed or hand printed. Only fully completed applications received by the grant deadline will be considered. This application is available online at [www.artsnl.ca](http://www.artsnl.ca).

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

FILE NUMBER: \_\_\_\_\_

\*NAME (group or organization): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/TOWN: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

PHONE: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_ 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*):

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PROJECT TO START BY: \_\_\_\_\_ AND END BY: \_\_\_\_\_  
(Date) (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 Joshua Jamieson, ArtsNL Communications Officer and ATIPP Coordinator: [jjamieson@nlac.ca](mailto:jjamieson@nlac.ca), (709) 726-2212 ext. 203 (toll free in NL only 1 866-726-2212 ext. 203).

**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?

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

- A detailed project description (*See above for details*)
- A brief, up-to-date description of the group's/organization's history and activities in the arts
- A list of your current board of directors (*for organizations*) or group members (*for groups*) including province of residency for each individual
- A detailed budget for the project (*The enclosed budget form may be used, or a separate budget may be attached*)
- Updated resumes for key individual(s) doing administration and/or production work for the project
- Updated resumes for key artists involved in the project

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

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

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**SUPPORT MATERIAL:** (*Optional. If submitted, seven copies must accompany your application by the deadline.*) Please indicate support materials submitted. (*Original artworks, published books, cassette/VHS tapes, or 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.

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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, 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/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 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.**

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(Signature of representative of the applying group or organization)

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(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) \$ \_\_\_\_\_  
(ArtsNL funding will only support travel based on the most economical route possible.)  
\_\_\_\_\_  
\_\_\_\_\_
- 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 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.
- ArtsNL Travel Rates: Mileage: 35.34 cents/km.  
Per diem: maximum \$49/day in province and \$55/day outside the province