

# Newfoundland and Labrador Arts Council

## Professional Festivals Program

### Purpose:

The Professional Festivals Program (PFP) is available to professional not-for-profit arts festivals or series that exclusively run during a concentrated period of time. Applicants can apply for costs related to artist fees, technical costs, venue rental, administration costs, workshop sessions and travel expenses.

### Eligibility

Professional not-for-profit arts festivals or series

- Must have the development or promotion of the arts as its **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 remunerate performers and staff at accepted national rates of pay for services
- Must have at least half of its board members residing in Newfoundland and Labrador
- Would typically employ a paid administrator and/or an artistic director

### Annual deadline: February 15

Projects must start on/after April 15.

**Program funding and maximum grant:** \$125,000 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). Applicants funded through this program are not eligible to apply to the Professional Project Grants Program, the Sustaining Program for Professional Arts Organizations, or the Community Arts Program for additional funding.

### Program Guidelines:

- All applications must be submitted on the official PFP application form. (Ensure you have the latest version.)
- Retroactive applications cannot be considered.
- Only one application per festival/organization will be accepted 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:

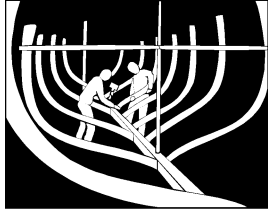
Applications are reviewed by a three to five member multidisciplinary peer assessment committee. Decisions are reviewed and ratified by Council. Government members of Council and NLAC staff do not vote.

### 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 and web site.

### For more information contact:

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Program Manager  
Newfoundland and Labrador Arts Council  
1 Springdale Street (The Newman Building)  
P.O. Box 98  
St. John's, NL  
A1C 5H5  
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# Newfoundland and Labrador Arts Council

## Professional Festivals 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.

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

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

\*NAME (festival, series or not-for-profit organization): \_\_\_\_\_

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

CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

PHONE: (H) \_\_\_\_\_ (W) \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ WEB SITE: \_\_\_\_\_

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 the project is funded*):

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PROJECT TO START BY: \_\_\_\_\_ AND END BY: \_\_\_\_\_  
(Date) (Date)

\*Privacy Notice: Under the authority of the Professional Festivals Program (PFP), 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, NLAC Communications Officer and ATIPP Coordinator: [jjamieson@nlac.ca](mailto:jjamieson@nlac.ca), (709) 726-2212.

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

- A detailed project description
  - A description of the festival'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
  - CV of Artistic Director (if applicable)
  - Most recent financial statement
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**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 PFP program 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 this project will not be released until final reports have been submitted.

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Signature of applicant's representative

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Date

**BUDGET INFORMATION**

Give specifics 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 the NLAC i) \$ \_\_\_\_\_  
(Indicate source and the amount anticipated or confirmed. Indicate confirmed funding with an \*.)  
\_\_\_\_\_  
\_\_\_\_\_
- j) **Total Amount Requested** from the NLAC (h - i = j) j) \$ \_\_\_\_\_

Please Note:

- The maximum request for the Professional Festivals Program 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.

