

# Newfoundland and Labrador Arts Council

## Professional Project Grants Program

### Purpose:

The Professional Project Grants Program (PPGP) is available to professional artists, groups and not-for-profit arts organizations. Grants support projects related to creation, production, operating and travel costs, etc. Only individual artists can apply for living expenses.

### Eligibility:

Professional individual artists:

- Must be Canadian citizens or have Permanent Resident Status
- Must be current residents of Newfoundland and Labrador for a minimum of twelve consecutive months immediately prior to the time of application
- Must be at least eighteen years of age or hold post-secondary standing

Professional groups and not-for-profit arts organizations:

- 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 have at least half its members (for groups) or board members (for organizations) residing in Newfoundland and Labrador
- The majority of members must be at least eighteen years of age or hold post-secondary standing

There are **two deadlines** per year:

- **March 15** for projects starting on/after **May 15**
- **September 15** for projects starting on/after **November 15**

### Program funding and maximum grant:

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### PPGP grant categories:

- **New Professional Artist or Group:** An individual or group in which a majority of members each has less than three years artistic practice post-education can request up to **\$3,000**.
- **Established Professional Artist or Group:** An individual or group in which a majority of members each has more than three years artistic practice post-education can request up to **\$7,500**.
- **Professional Not-For-Profit Arts Organization:** An organization that has ongoing arts activities throughout the year can request up to **\$7,500**.

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 Community Arts 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 PPGP application form. (Ensure you have the latest version.)
- Retroactive applications cannot be considered.
- Only one application per artist, 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.
- Applications **must** include: project description; budget; resumes of key participants; and support material.

### Assessment:

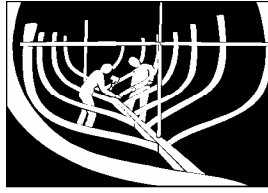
Applications from **professional individual artists and groups** are reviewed by discipline-specific peer assessment committees made up of three artists each. Applications from **professional not-for-profit arts organizations** are reviewed by a three to six member multidisciplinary peer assessment committee. All 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:

Katrina Rice, Program Officer  
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)  
Fax: (709) 726-0619  
www.nlac.ca  
krice@prc@nlac.ca



# Newfoundland and Labrador Arts Council

## Professional Project Grant Program Grant Application Form

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. **Individuals** and **groups** must submit **4 completed copies** of the application form and project description, and **3 copies** of support material. **Organizations** must submit **7 completed copies** of the application form and project description, and **6 copies** of support material. 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 **ARTIST(S), GROUP** or **ORGANIZATION** listed below.

\*\*\*\*\*"hqt"qhhleg"wg"qpn" /FILE NUMBER:

, NAME (artist(s), group or organization):

MAILING ADDRESS:

CITY:

POSTAL CODE:

PHONE: (H)

(W)

FAX:

E-MAIL:

WEB SITE:

CONTACT PERSON (if different than above)

PROJECT TITLE:

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

PROJECT TO START BY:

(Date)

AND END BY:

(Date)

Has this project received NLAC funding in a previous granting session? yes no

Select **one** category and ensure the enclosed artistic CV or supporting materials confirm the box you check.

<p><b>New Professional Artist or Group</b> with less than 3 years artistic practice post-education</p> <p>(Max request <b>\$3,000</b>)</p>	<p><b>Established Professional Artist or Group</b> with 3 or more years artistic practice post-education</p> <p>(Max request <b>\$7,500</b>)</p>	<p><b>Professional Not-For-Profit Arts Organization</b> with ongoing arts activities throughout the year</p> <p>(Max request <b>\$7,500</b>)</p>
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\*Privacy Notice: Under the authority of the Professional Project Grants Program (PPGP), 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 Lquj wc'Lco lguqp, NLAC Communications Officer and ATIPP Coordinator: [lco.lguqpB.prc@nlac.ca](mailto:lco.lguqpB.prc@nlac.ca), (709) 726-2212.

**DISCIPLINE** (select **one** only)

Dance  
Visual Arts

Film  
Writing

Multif iscipline

Music

Theatre

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

**Individual artists:**

- A detailed project description
- An updated resume
- Relevant support material

**Groups:**

- A detailed project description
- Updated resumes for key participants in the project
- An updated description of the group's history and activities
- Relevant support material

Letters of reference are *recommended* for first time applicants. The NLAC reserves the right to request letters of reference from any applicant.

**Arts Organizations:**

- A detailed project description
- Updated resumes for key participants in the project
- An updated description of the organization's history and activities
- Relevant support material
- A financial statement for your last complete fiscal year

**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 Tape/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.

**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 (if applicable).
- I accept the conditions of the PPGP 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

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) Living Expenses (maximum \$2,000/month) b) \$
- c) Materials/Consumables c) \$
- d) Equipment Rental (lighting, sound, etc.) d) \$
- e) Administration (office, publicity, etc.) e) \$
- f) Travel/Accommodations/Per Diems (modes of transportation, locations, duration, etc.) f) \$
- g) Venue(s) Rental g) \$
- h) Other (specify) h) \$

**Budget Summary:**

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

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

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" Please Note:

- "
  - 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.