

Newfoundland and Labrador Arts Council

Sustaining Program for Professional Arts Organizations

Purpose:

The Sustaining Program for Professional Arts Organizations (SPPAO) is available to professional arts organizations that further the arts of Newfoundland and Labrador. Grants support administration and project costs.

Eligibility:

Professional arts organizations must:

- Have the development, production, or promotion of the arts as its **primary** mandate
- Be based in Newfoundland and Labrador
- Have at least half its board and/or membership currently residing in Newfoundland and Labrador for a minimum of 12 consecutive months immediately prior to the time of application
- Be registered as a not-for-profit organization in the province
- Have completed two consecutive years of significant operations in keeping with the mandate of the organization
- Have a formal organizational structure including an active board of directors
- Employ a professional artistic director/executive director or equivalent
- Have sound administrative and financial management using typical business accounting and organizational management practices
- Have a good record of providing local employment
- Pay artist and professional fees in keeping with established national guidelines
- Have an annual financial statement prepared (minimum acceptable is a review engagement prepared by an independent professional accountant)
- Offer professional development opportunities for staff and/or membership
- Demonstrate community outreach through workshops, school visits, fundraising, etc.
- Maintain a minimum annual budget of \$50,000 (\$20,000 for dance and visual art organizations) for the last two years and the current year
- Maintain a minimum annual budget of \$50,000 (\$20,000 for dance and visual art organizations) on all proposed budgets included in the application
- Maintain a minimum annual budget of \$50,000 (\$20,000 for dance and visual art organizations) for

the overall organizational budget for each fiscal year in which it receives sustaining program funding

Potential applicants should contact the program manager to confirm eligibility before submitting an application.

Annual Deadline: February 15

The program operates on a three-year cycle. New applicants can apply only in the first year of the cycle. A funded organization is guaranteed at least 75% of that grant in the next two years as long as it maintains its current level of activity and funding for the program remains the same.

Program Funding and minimum grant:

\$575,000 is awarded annually. The minimum grant is \$15,000. Funding is dispersed in two cheques: one in late April and one in late August. Applicants funded through this program are not eligible to apply to the Professional Project Grants Program, the Professional Festivals Program, or the Community Arts Program.

Assessment:

Applications are assessed by a five to seven member multi-discipline peer assessment committee. This program operates as a competition. Meeting all the eligibility requirements above does not mean an organization will automatically receive funding. Decisions are reviewed and ratified by Council. Government members of Council and NLAC staff do not vote.

Reporting:

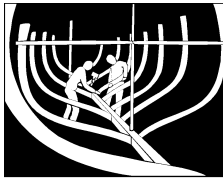
Organizations funded through the SPPAO must reapply annually and must maintain an acceptable level of artistic and operational activity to maintain their funding allocation.

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)
Fax: (709) 726-0619

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Newfoundland and Labrador Arts Council

Sustaining Program for Professional Arts Organizations Grant Application Form

Applicants must submit **6 completed copies** of the application form and project description, and **6 copies** of support material.

FILE NUMBER: _____

NAME OF ORGANIZATION: _____

REGISTERED NON-PROFIT SINCE: _____

NAME AND TITLE OF CONTACT PERSON: _____

MAILING ADDRESS OF ORGANIZATION: _____

CITY: _____

POSTAL CODE: _____

PHONE: _____

FAX: _____

E-MAIL: _____

WEBSITE: _____

GRANT AMOUNT REQUESTED IN THIS APPLICATION _____

CYCLE YEAR: (*circle one*) 1 2 3

IS THIS ORGANIZATION CURRENTLY IN RECEIPT OF FUNDING UNDER THIS PROGRAM? YES NO

I AM REPORTING ON THE YEAR ENDING _____ AS MY LAST COMPLETE FISCAL YEAR.

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 organization to sign this proposal on their behalf.
- I accept the conditions of the SPPAO and will accept the decision of the peer assessment committee.

FOR THE ORGANIZATION (NAME): _____ TITLE: _____

SIGNATURE: _____ DATE: _____

CHAIR OF THE ORGANIZATION'S BOARD: _____

CHAIR'S SIGNATURE: _____ DATE: _____

*Privacy Notice: Under the authority of the Sustaining Program for Professional Arts Organizations (SPPAO), 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, (709) 726-2212.

REQUIRED APPLICATION DOCUMENTS

All required items must be submitted by the application deadline. Please title and label each item. (*A completed application will usually be between 12-30 pages, plus a financial statement and support materials.*)

Mandate and governance

Item 1: A copy of the organization's **Certificate of Incorporation** issued by the Government of Newfoundland and Labrador (**New Applicants Only**)

Item 2: An up-to-date list of the organization's Board and/or Directors.

Artistic/Operational Activity and Vision

Item 3: A brief **Organizational History** that includes the **Organizational Mandate**, **Artistic Mission Statement**, an overview of the highlights of the work the organization has completed, and the impact the organization has had on the arts in Newfoundland and Labrador.

Item 4: The Artistic Director/Executive Director's (or equivalent) **vision for the organization for the next 3 years** (Outline the vision for the organization stating briefly what the organization wishes to pursue over the next three years, and why it is important for the organization to pursue these endeavours.)

Item 5: An overview of the organization's **activities during the current year and year prior** to this application. (List projects completed; artistic, production and administrative staff; identify all Newfoundland and Labrador based projects and staff; include attendance/membership figures.)

Item 6: An overview of the organization's **planned activities** for the coming year. (Briefly describe projects/initiatives to be completed, and why these works are important in meeting the organization's mandate. List artists involved where possible.)

Organizational Employment, Professional Development, Fundraising and Outreach

Item 7: An overview of the organization's **history of providing local employment, professional development** activities for staff/membership, **outreach** to the general public, and **fundraising activities**.

Organizational Financial Report

Item 8: A financial **report on the last complete financial year** as reported in the enclosed financial statements. (Give a financial overview of the past year's operations to highlight successes and explain any difficulties encountered with the organization's financial operations.)

Item 9: A **completed** attached **Overall Budget Summary Form** (Include **cash items only**; amortization or in-kind support should be listed on a separate page. Any necessary variance explanations should be included on a separate page.)

Item 10: A copy of the **most recent annual financial statement**. (The minimum requirement for this document is a **review engagement** prepared by an independent **professional accountant**.) *If your fiscal year end is less than 6 months before the application deadline, you may report on the previous fiscal year as your last fiscal year for **all** aspects of this application.*

Support Material (optional)

Item 11: Support materials (posters, publications, newsletters, programs, photos, etc.)

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.

Please indicate the percentage of your income from the following sources: (Totals for each area can be found when you complete the *Actuals* column of the attached **Overall Budget Summary Form** based on the financial statement you submit with this application.)

Earned Income	_____	Grants	_____
Fundraising/Sponsorships	_____	Other Sources	_____

Return completed applications to:

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Fax: (709) 726-0619 kmurphy@nlac.ca