

Sustaining Program for Professional Arts Organizations

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, operating, and production/presentation costs.

Eligibility:

Professional arts organizations must:

- Have the development, production, and promotion of the arts as its **primary** mandate
- Be based in Newfoundland and Labrador
- Have at least half its board currently residing in Newfoundland and Labrador for a minimum of 12 consecutive months at the time of application
- Must have at least half its board members and artists hired be at least 18 years of age or have post-secondary standing
- 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

Submitting an Application:

Application Deadline: February 1

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. Items on the CADAC website must also be completed by 4:30 p.m. on the deadline (registered mail recommended for tracking purposes). Late or incomplete applications will not be accepted.

Potential first time applicants should submit a letter of intent to apply to the SPPAO to the program manager well before the application deadline. This will allow time to confirm eligibility, enable peer assessors to view performances/exhibitions by the organization, and approve the creation of a CADAC account for the organization.

The SPPAO operates on a three-year cycle. **New applicants may apply ONLY in the first year of the cycle. Incomplete or late applications will not be considered for funding.**

Organizations funded in year one are guaranteed at least 75% of that grant in the next two years as long as they maintain their levels of activity and funding for the program is not reduced.

Applying organizations must complete financial and statistical information on the Canadian Arts Database (CADAC) website. (www.thecadac.ca)

New applicants not already using CADAC should refer to the attached information sheet and the help section of the website for information on setting up your CADAC account to get a unique CADAC ID for your organization, and completing financial and statistical forms on the website. Ensure you set up your account as early as possible.

You do **not** need to print the documents you complete on the CADAC. ArtsNL staff will be able to access them using your CADAC ID number listed on your application form.

ArtsNL staff can assist eligible applicants in setting up a CADAC account if required.

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 can also request support through the School Touring Program, but are **not** eligible to apply to any other funding programs currently operated by ArtsNL.

Assessment:

Applications are assessed by a five to seven member multi-discipline peer assessment committee. The assessment committee is typically appointed a year before the application deadline allowing committee members to view performances/exhibitions by applying organizations. In addition, evaluators from outside the province will also offer comments on the artistic and operational activities of the applicants.

This program operates as a competition. Meeting all the eligibility requirements does **not** guarantee an organization will receive funding.

Decisions of the peer assessment committee are reviewed and ratified by Council. Government members of Council and ArtsNL staff do not vote on grant decisions.

Reporting:

Organizations funded in year one of the SPPAO **must** supply an activity and financial report to ArtsNL in years two and three of the program cycle. The report form is available from the ArtsNL office and website.

Financial information and the organization's latest financial statement, as well as annual statistical information, must be updated on the CADAC website each year before the annual report deadline.

The report and updated financial and statistical information is due February 1 annually. *Late or incomplete reports will not be accepted and funding will be forfeited.*

ArtsNL staff will review the annual report of each organization to ensure organizations maintain their artistic and operational activity, as outlined in their year one application.

With input from staff, and with the year one peer assessment as a guide, Council will decide final funding amounts in years two and three of the program cycle.

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



Sustaining Program for Professional Arts Organizations Grant Application Form

Applicants must submit **7 copies** of the application form, and items 1-6, 8, 9 and 12 as listed on page 2 of this application. **ArtsNL will not copy support material.** Applications must be typed or hand printed. Only fully completed applications received by the application deadline will be considered. This application is available online at www.artsnl.ca.

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

FILE NUMBER: _____

NAME OF ORGANIZATION: _____

REGISTERED NON-PROFIT SINCE: _____ CADAC ID #: _____

NAME AND TITLE OF CONTACT PERSON: _____

MAILING ADDRESS OF ORGANIZATION: _____

CITY: _____ POSTAL CODE: _____

PHONE: _____ FAX: _____

E-MAIL: _____ WEBSITE: _____

GRANT AMOUNT REQUESTED IN THIS APPLICATION: _____

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 ArtsNL
- Any publicity or promotional materials related to the work shall acknowledge the assistance of ArtsNL and include the ArtsNL logo.
- I have been authorized by the board/membership of the applying organization to sign this proposal on their behalf.
- I understand unidentifiable data may be used within CADAC for regional statistical comparison purposes.
- I accept the conditions of the SPPAO and will accept the decision of the peer assessment committee.

ORGANIZATION'S CONTACT (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, ArtsNL Communications Officer and ATIPP Coordinator: jjamieson@nlac.ca, (709) 726-2212 ext. 203 (toll free in NL only 1 866-726-2212 ext. 203)

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 on letter size paper with a minimum 11 point font*)

Mandate and governance

- Item 1: **(New Applicants Only)** A copy of the organization's **Certificate of Incorporation** issued by the Government of Newfoundland and Labrador
- Item 2: An up-to-date list of the organization's Board and/or Directors including province of residency for each individual

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. (Maximum 2 pages)
- 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.) (Maximum 3 pages)
- Item 5: An overview of the organization's **activities during the current and/or prior year** to this application. (List all productions created and presented by your organization.) (Maximum 10 pages)
- Item 6: An overview of the organization's **planned activities** for the coming 3 years. (List all productions planned by your organization for the coming 3 years.) (Maximum 10 pages)
- Item 7: Statistical data on your last completed year of activity. (To be completed on the CADAC website at www.thecadac.ca. You do not need to print this document. It will be accessed by ArtsNL staff on the CADAC)

Organizational Employment, Professional Development, Fundraising and Outreach

- Item 8: 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**. (Maximum 2 pages)

Organizational Financial Report

- Item 9: A narrative **report on the last complete financial year** as reported in your 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.) (Maximum 2 pages)
- Item 10: **Completed Budget Forms for your last two completed years, your current year and your upcoming financial year** (To be completed on the CADAC website at www.thecadac.ca. You do not need to print the budget forms; they will be accessed by ArtsNL staff on the CADAC.)
- Item 11: A copy of the organization's **most recent annual financial statement**. (The minimum requirement for this document is a **review engagement** prepared by an independent **professional accountant**. To be submitted on the CADAC website at www.thecadac.ca. You do not need to print this document. It will be accessed by ArtsNL staff on the CADAC) *If your fiscal year end is less than six months before the application deadline, you may report on the previous fiscal year as your last fiscal year for this application.*

Support Material (optional)

- Item 12: 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 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 ATIPPA 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 for your last completed financial year in the following categories:

Earned Revenue: _____% Public Sector Grants: _____% Fundraising/ Private Sector: _____% Other: _____%

Fees/ Salaries Paid:

Annual gross salary paid: Artistic Director: _____ General Manager/CEO: _____

Average fee paid artists (indicate if weekly or per performance): _____

Return 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



Sustaining Program for Professional Arts Organizations

Instructions on Using the Canadian Arts Database (CADAC) for New Applicants

CADAC (Canadian Arts Data/Données sur les arts au Canada) is a web-based application that provides arts organizations with a single point of data entry for financial and statistical information that will be used by one or multiple public funders, including ArtsNL and the Canada Council for the Arts.

All organizations applying to ArtsNL's **Sustaining Program for Professional Arts Organizations (SPPAO)** must enter their Financial and Statistical information online at CADAC (www.thecadac.ca).

Registration for new CADAC users:

If you are not currently a CADAC user, you must first **register** your organization at www.thecadac.ca. (You can download the *How to Register-Quick Start Guide* on the website, or view the *online How to Register Video Tutorial* for detailed instructions about how to register. Both documents are under the **Guides** section of the website at www.lecadac.ca/cms/en/guides.html. No login is required to access these guides.)

New applicants must confirm their eligibility to apply to the SPPAO with the program manager before they register on the CADAC. Confirmation of eligibility to apply should be sought well in advance of the SPPAO application deadline to ensure you have time to complete the financial and statistical forms. When your registration is approved you will receive your organization's unique **CADAC ID** by email. You are required to submit your unique CADAC ID number on the SPPAO application form. **Your application will not be accepted without a valid CADAC ID.**

Completing CADAC Financial and Statistical Forms for registered users:

There are two options for entering data on the CADAC. You can download the financial and statistical forms as Microsoft Excel files, complete them on your desktop, and upload the form to CADAC. Or you can complete the forms online. Completed CADAC documents do not need to be printed for your SPPAO application. ArtsNL staff will access them using your unique CADAC ID number you list on the application form.

Option 1: To download CADAC forms to your computer for completion, follow these steps:

1. **Log in** to your organization's account at www.thecadac.ca.
2. Under the FORMS section on the website, **Download** the Financial form from CADAC to your computer. The documents will open as Microsoft Excel (97-03) documents. **You will need to input financial data on your last two completed financial years, your current year and your upcoming fiscal year.** Please use your official financial statements in completing these forms for completed years. The **Statistical data is only required for your last completed year.** The statistical cannot be downloaded to your computer to be completed. It must be completed online.
3. **Upload** the Financial form to CADAC when you have completed the forms. (*Ensure the document on your computer is saved as a Microsoft Excel (97-03) document before you upload it. You can only upload documents to CADAC that have been downloaded from the site.*)
4. Once the financial form has been uploaded to CADAC, click **Submit** on the CADAC website page to complete the process. (The uploaded form is initially saved as a *Draft* version only.) Complete the statistical form on CADAC and click submit to complete the process. Data on a specific year submitted on CADAC forms can be adjusted until CADAC staff have completed their reconciliation process for that year.

Option 2: To complete CADAC forms online, follow these steps:

1. **Log in** to your organization's account at www.thecadac.ca.
2. Under the FORMS section on the website, **Enter** the Financial and Statistical data directly online. **You will need to input financial data on your last two completed financial years, your current year and your upcoming fiscal year.** Please use your official financial statements in completing these forms for completed years. **Statistical data is only required for your last completed year.**
3. Click **Save** to save each form as a *Draft* version only. This allows you to return later to complete or update it. *Click Save often as the website will timeout after 60 minutes if your document is not saved.*
4. When you have completed and checked the form, click **Submit** to complete the process for each form.

Data for a specific year submitted on CADAC forms can be adjusted until CADAC staff have completed their reconciliation process for that specific year. Once the reconciliation process is complete, the data for that year will be locked.

To attach financial statements to your completed financial forms:

Financial statements approved and signed by your board for your **last completed fiscal year** only must be submitted on the CADAC website with your financial form. Scan the signed financial statements as an Acrobat PDF file that can be uploaded to CADAC. To upload your financial statement:

1. Go to the FORMS page on the CADAC and click the **Add an Attachment** icon on the completed financial form for the year to which the financial forms will be attached.
2. When the **ADD AN ATTACHMENT** page is displayed, identify the type of financial statement you are uploading (Audited or Review Engagement are required by ArtsNL for the SPPAO)
3. Click **Browse** to find the financial statements you have saved as a PDF document on your computer.
4. Select your file and click **Open**
5. Click **Upload** to upload your financial statements document to CADAC

See *Add an Attachment* under *Forms* in the **Help** section of CADAC for more detailed uploading instructions. When the financial statements are uploaded, CADAC staff will reconcile the submitted financial form with the statements. *If there are discrepancies, the CADAC staff will contact you to request an explanation.*

For help with CADAC:

In addition to the online **Help** section of the website, which includes video tutorials and quick start guides, a Help Desk with CADAC staff is available to assist you Monday to Friday during business hours (9:00 a.m. to 5:00 p.m. Eastern Time) via a toll-free number (1-866-249-0296) or email CADACinfo@thecadac.ca. The Help Desk will close between Christmas and New Year's.

ArtsNL staff can also answer questions on CADAC. Contact Ken Murphy, Program Manager at (709) 726-2212 ext. 205 (toll free in NL 1 866 726-2212 ext. 205) or by email at kmurphy@nlac.ca.