

ArtsNL Grant Requirements

I accept the grant awarded through the **Professional Artists' Travel Fund** under the following conditions:

GENERAL CONDITIONS

- ArtsNL awards this grant based on the project description and budget presented in your application. Any major changes to a project must be requested in writing and approved by ArtsNL staff.
- Any major delays in starting or completing the project must be reported to ArtsNL as soon as possible. Reasonable delays can usually be accommodated, however if the project has not started within **four months** of being awarded a grant, ArtsNL will request that funding be returned.
- When requesting funds for a new project, final reports are owed on all grants from ArtsNL that are past the project end date listed on the original application. Final reports must be submitted and approved by staff before funds will be released.
- ArtsNL must be reimbursed for any portion of a grant which is not accounted for, specifically when the final cost of the project is less than the amount awarded, or the project is cancelled by the applicant.

ACKNOWLEDGEMENT

You are receiving public funds in the form of a grant from ArtsNL for specific professional creative and artistic purposes as outlined in your application. **As a condition of the Grant Acceptance Contract, you must acknowledge ArtsNL's support** in all promotional material associated with the project /activity outlined in your grant application. **This recognition must be equal to that given to corporate funders, or other sponsors /donors, for similar support.**

ArtsNL requires that you acknowledge its assistance by including the **official ArtsNL logo** in any publication made possible by this grant including books, ebooks, CDs, DVDs, exhibition spaces, posters, brochures, programs, media interviews, websites, social media and other digital media, etc. (The ArtsNL logo consists of both the graphic portion *and* the text "Newfoundland and Labrador Arts Council" and may not be manipulated in any way.) The correct version of the ArtsNL logo is available on our website at www.artsnl.ca

Grant recipients must also include the following acknowledgment message in their print and promotional materials (season brochures, event programs, websites, in books or CDs, etc.) or **when verbally thanking funders at public events or performances.**

We acknowledge the support of ArtsNL, which last year invested \$2.5 million to foster and promote the creation and enjoyment of the arts for the benefit of all Newfoundlanders and Labradorians.

NOTE: Failure to acknowledge the support of ArtsNL can result in a request to return funds awarded, and/or affect your eligibility for future funding.

FINAL REPORT

You must submit a **final report** for this project within three months of the stated project end date in your application. Your final report must include a **Narrative Report** that is signed by the applicant and details the concept, planning and execution of your project, and a **Financial Report** that includes a complete list of final expenditures and revenues, and **copies** of receipts for goods purchased, and cancelled cheques, and/or signed receipts for services from individuals that total the grant awarded by ArtsNL.

A final report form is available on our website at www.artsnl.ca.

CHEQUES

Grant cheques will be issued 5-10 business days after we have received your completed Grant Acceptance Contract.