



GRANTS TO ARTS ORGANIZATIONS APPLICATION FORM

PLEASE PRINT

CONTACT INFORMATION SECTION 1

Organization Name: Contact Name: Address: City/Town: Postal Code: Telephone (Home): (Work): (Mobile): Email: Fax: Website:

DISCIPLINE (Check One) SECTION 2

Theatre Dance Music Literary Film & New Media Visual Art & Craft

ORGANIZATION MANDATE SECTION 3

This mandate cannot be attached. It must be provided in this space.

PREVIOUS GRANT INFORMATION SECTION 4

When was the last year you received a grant from the City of St. John's? Year: For what amount? Has a final report been submitted for that grant? Grants will not be issued unless final reports have been received from previous grants.

CURRENT REQUEST SECTION 5

Amount Requested: Percentage of Total Budget:

MANDATORY INFORMATION SECTION 6

- 1. Organization Overview (Maximum 4 Pages) a) Your organization's mission, vision, or constitution. b) An overview of the last year's programming and progress. c) An overview of the planned programming for the upcoming year.

MANDATORY INFORMATION (CONTINUED)

SECTION 6

2. Financial Statements and Budget

- a) Balanced detailed budget for the upcoming fiscal year. Clearly show expenses and revenues, including your request to the City. **Indicate all sources of revenue as either confirmed or pending.**
- b) The financial statement for the organization's last completed fiscal year (must include a list of revenues and expenses, annual surplus/deficit for the last completed year, and accumulated surplus/deficit for the organization.)
- c) Most recent audit or review engagement (if available).

SUPPORT MATERIAL

SECTION 7

Check the materials included with this application (please see below for electronic submissions instructions):

- Photographs
- DVDs/CDs
- Printed Material (Maximum 10 Pages)
- Other (Please Describe): _____

DO NOT submit USB drives or include links to websites or cloud-stored materials (Dropbox, etc.) as they will not be reviewed.

LETTERS OF REFERENCE (First-Time Applicants Only)

SECTION 8

For first-time applicants: Submit **Two Letters of Reference**. Referees should have expertise in the specified discipline, should be familiar with the organization, and should be briefed about the programming for which you are seeking support. The letter of reference should offer an informed artistic assessment of the programming and the organization's capability to carry it out. Provide referee details below.

Referee #1

Referee #2

Name: _____
 Telephone: _____
 Email: _____

Name: _____
 Telephone: _____
 Email: _____

DECLARATION

SECTION 9

I certify to the best of my knowledge that the information contained in this application is correct. I accept the conditions of the City's Policy on Grants to Artists and Arts Organizations and I accept the decision of the Grants to Artists and Arts Organizations Jury.

Signature of Applicant: _____ Date (yyyy/mm/dd): _____

IMPORTANT INFORMATION

Applications must be received at Access St. John's no later than 4:00 p.m. on November 30. Ensure that you have completed all sections and enclosed all requested documentation. Incomplete applications will be considered ineligible. **Do not bind or staple your application.**

Submissions Information:

Inquiries:

Electronic Submission:

Email: citygrants@stjohns.ca
 Emails including all attachments **must not exceed 25MB**. Acceptable file formats are: pdf, docx, xlsx, jpg, png, mp3, wav, mp4, mpeg, mov, zip.

OR

Hard Copy Submission:

Access St. John's
 Attention: Grants to Artists and Arts Organizations
 First Floor, City Hall
 10 New Gower Street; P.O. Box 908
 St. John's, NL A1C 5M2

Email: citygrants@stjohns.ca
 Call: (709) 576-2563



NEWFOUNDLAND AND LABRADOR, CANADA