



GRANTS TO ARTS ORGANIZATIONS APPLICATION FORM

PLEASE PRINT

CONTACT INFORMATION

SECTION 1

Organization Name: Contact Name: Address: City/Town: 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? YES NO Submitted with this application

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

- 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.**
- 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.)
- Most recent audit or review engagement (if available).

SUPPORT MATERIAL

SECTION 7

Check the materials included with this application:

- 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: _____

Name: _____

Telephone: _____

Telephone: _____

Email: _____

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.

Submit completed form to:

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

For more information:

Telephone: 311 or (709) 754-CITY (2489)
Fax: (709) 576-7688
Email: citygrants@stjohns.ca

ST. JOHN'S

NEWFOUNDLAND AND LABRADOR, CANADA