



Grants to Arts Organizations Application

Contact Information **SECTION 1**

Organization Name _____

Contact Name _____

Address _____

Tel (Home) _____ (Work) _____ (Cell) _____

Email _____ Website _____

Incorporation Number (first-time applicants to submit proof of Articles of Incorporation and Amendments thereto) _____

Discipline **SECTION 2**

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

Organization Mandate **SECTION 3**

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

Previous Grant Information **SECTION 4**

Did you receive a grant from the City of St. John's last year? Yes No

If yes, for what amount? _____

Has a final report been submitted for that grant? Yes No With this application

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Grants will not be issued unless final reports from previous grants have been received.

Grant Request

SECTION 5

Amount requested _____ Percentage of total budget _____

Mandatory Information

SECTION 6

1. Organization Overview

- a. Organization’s mission, vision, or constitution.
- b. Overview of last year’s programming and progress.
- c. Overview of planned programming for upcoming year.

2. Financial Statement and Budget

- a. Detailed balanced budget for the upcoming fiscal year. Clearly show revenues and expenses, including your request to the City. **Indicate all sources of revenue as either confirmed or pending.**
- b. Financial statements for the organization’s last completed fiscal year. Must include a list of revenues and expenses, annual surplus/deficit or 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 (see below for electronic submissions instructions):

Photographs

DVDs/CDs

Printed Material (maximum 10 pages)

Other (please describe) _____

DO NOT submit USB drives as they will not be reviewed.

Grants to Art Organizations Application**Community Services**

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

Name _____

Contact Number _____

Email _____

Referee #2

Name _____

Contact Number _____

Email _____

Applicant Declaration**SECTION 9**

It is the responsibility of the applicant to ensure all required information is submitted. Incomplete applications will be considered ineligible.

I AFFIRM THAT the information in this application is accurate and complete and the financial information is fairly presented. I agree that once funding is provided, any change to the organization program delivery will require notification to the City of St. John's. I agree to publicly acknowledge funding and assistance by the City of St. John's. I understand that the information provided in this application may be accessible under the Access to Information Act. I also agree to respect the spirit and intent of the various acts governing the programs of the City of St. John's.

Signature of two principal officers of the group or organization:

Name _____ Title _____

Address _____

Signature _____ Date _____

Name _____ Title _____

Address _____

Signature _____ Date _____

Important Information: Applications must be received no later than 4:00 p.m. on last Friday of November. Ensure that you have completed all sections and enclosed all requested documentation. Incomplete applications will be considered ineligible.

Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed for the purpose of grants administration. Questions about the collection and use of the information may be directed to the Supervisor of Tourism and Events, jlangmead@stjohns.ca

Submissions Information

Electronic

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.

For More Information

Email: citygrants@stjohns.ca

Call: (709) 570-2186