

FONDS DE DOTATION

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ENDOWMENT FUND

# ARTICIPATE PROJECT GRANT APPLICATION 2012

ARTICIPATE ENDOWMENT FUND

DEADLINE: Thursday, May 31, 2012

Complete Applications must be received by ARTicipate staff by 4 p.m.  
on the deadline date or postmarked with that date.

(Pour obtenir la version française de ce document, veuillez composer  
le 613-580-2767 ou visitez [articipez.ca](http://articipez.ca))

**IMPORTANT! Please read carefully.**

It is important for all applicants to carefully **review the ARTicipate Project Grant Guidelines** before completing the application. Use the guidelines as a reference when completing the application. The ARTicipate Grant Guidelines can be found online at:

<http://articipate.ca/en/grants.aspx>

Fill out the application form completely; answer all questions and provide all necessary documentation. **Incomplete applications will not be considered.**

Send in the original application form; all signatures must be original.

Include all relevant support material and label all support material as outlined in this application. It is important for assessors to see examples of your work to properly evaluate your submission.

Check the deadline date carefully. **Late applications will not be considered.**

Contact ARTicipate Staff with any questions you may have concerning your application or your project's eligibility.

Staff can be contacted during regular office hours, 9:00 am to 4:00 pm, Monday to Friday, by phone, 613.580.2767, or e-mail, [articipate@artsoe.ca](mailto:articipate@artsoe.ca) .

Mailing address:

ARTicipate Endowment Fund  
Shenkman Arts Centre  
245 Centrum Blvd, Suite 260  
Ottawa, ON K1E 0A1

**Application Format**

- For ease of photocopying, please do not use staples, binders or separators in your submission. Paper clips are acceptable.
- Provide all text material 8½ x 11 plain white paper.
- Do not send any portion of your application, or support material, electronically via e-mail or by fax.

## SECTION 1: APPLICANT INFORMATION

Please fill out as completely as possible.

Applicant Name: <i>Cheques will be made out in the name above unless otherwise specified</i>	
Contact responsible for application:	Role/Title:
Preferred Language of Communication: <input type="checkbox"/> French <input type="checkbox"/> English	
Applicant full address:	
Mailing address (if different from above):	
Phone:	E-mail:
Fax:	Website:
<i>Successful applications submitted by individuals will be sent a T4A. Individuals will be required to provide their Social Insurance Number and other additional information before their grant is issued.</i>	
<b>COMPLETE THIS SECTION ONLY IF YOU ARE APPLYING ON BEHALF OF AN ORGANIZATION</b>	
Fiscal year (day/month/year):                    /                    /                    to                    /                    /	
Not-for-profit incorporation No.:	
Date & place of incorporation:	

**AUTHORIZING INFORMATION AND SIGNATURES**

I agree to the following:

- I have read and understand all the terms and conditions, and the program requirements explained in the grant guidelines.
- I have proper signing authority for the project.
- The information given in this application for funding assistance is true, correct and complete in every respect and that, in the event that a grant is awarded, I agree to the terms and conditions.
- I understand that late or incomplete applications or applications that do not meet the eligibility criteria for the program will be withdrawn from the grant application process.
- I understand that no further information can be added to my application in the future.
- I have included 1 copy of:
  - 1. Applicant Information
  - 2. Project Information
  - 3. Application Questions (*max. 6 pages*)
  - 4. Project Budget
  - 5. Support Material (*max. 3*)
  - Confirmation of Booking at the Shenkman Arts Centre
  - One of the following:
    - Incorporated, not-for-profit organization: Complete list of staff and board of directors and proof of incorporation.
    - Collectives: Complete list of members of collective and steering committee
    - Individuals: Artist resume
- I understand that any material submitted that exceeds the listed maximums or that is not accepted in the application will not be forwarded to the jury.
- I am a Canadian citizen/permanent resident and based in the Ottawa Region.

	Printed Name and Title	Signature
<input type="checkbox"/> Person submitting the application for the organization/collective <i>or</i> <input type="checkbox"/> Individual Applicant		
<input type="checkbox"/> Head of board of directors (if incorporated) <i>or</i> <input type="checkbox"/> Another member of the collective		

## SECTION 2: PROJECT INFORMATION

Project Title:	
Applicant Name:	
<b>Applicant Type</b> Select One: <input type="checkbox"/> Incorporated not-for-profit arts organization <input type="checkbox"/> Non-incorporated collective <input type="checkbox"/> Emerging professional artists <input type="checkbox"/> Established professional artists	<b>Discipline</b> Select all that apply: <input type="checkbox"/> Dance <input type="checkbox"/> Independent film and video <input type="checkbox"/> Literary Arts <input type="checkbox"/> Multi-Arts <input type="checkbox"/> Music <input type="checkbox"/> Theatre <input type="checkbox"/> Visual arts <input type="checkbox"/> Other (specify):
Project dates ( <i>confirmed by Shenkman Arts Centre</i> ):	
Space where artistic activities are being held: (i.e. Richcraft Theatre, Upper Lobby)	
Amount requested from this grant: \$	Total project budget: \$
Brief Project Description (25-75 words)	
<i>The above project description may appear in ARTicipate publications and website.</i>	

## SECTION 3: APPLICATION QUESTIONS

**Describe your project and establish its merits by responding to the following questions.**

*(Maximum 6 pages)*

Please answer all questions provided *that are applicable* and keep all answers to the specified page limit. Please note that pages exceeding the page limit will not be forwarded to the jury. The jury is looking for succinct, complete answers. Please review the assessment criteria in the guidelines to ensure that you have fully addressed each applicable criterion.

### APPLICANT BACKGROUND

#### *Organization and Group Applicants*

3.1 a) What is your mandate?

3.1 b) What is the history of your organization/group? Please highlight your past milestones and successes.

Or

#### *Individual Applicants*

3.1 a) Please describe your artistic practice.

3.1 b) What is your background as an artist?

Please attach your artist résumé. In your artist résumé, list your artistic training/apprenticeships, past and current exhibitions, performances, publications, etc. of your work, and accomplishments.

## PROJECT DESCRIPTION

3.2 Please describe the project. Give details on the artistic activities, artists and other people involved, timelines, locations, and any other relevant information.

3.3 a) What are the artistic goals of the project?

3.3 b) How do you intend to achieve these goals?

3.3 c) How you will measure if these goals are achieved?

## PROJECT VIABILITY

3.4 Who are the artistic and/or project leaders? What are their skills and qualifications? Please attach résumés where applicable.

3.5 Is this a collaborative project? If so, please provide the roles of each partner and the purpose of the collaboration.

3.6 List the marketing and promotional activities for this project (i.e. rack cards, social media, and posters).

3.7. What resources are being allocated to the project (i.e. volunteer support, staff time)?

## IMPACT OF THE PROJECT

3.8 a) How will this project benefit the cultural and artistic community? (i.e. involve local artists, performers)

3.8 b) How will this project contribute to the artistic life of the Shenkman Arts Centre?

## SECTION 4: PROJECT BUDGET

Please use the following budget form. A list of eligible and ineligible expenses follows the budget. If necessary, please provide more detailed information or breakdowns on specific line items on a separate sheet.

**Please note:** For project budgets, **revenues should equal expenses**. In cases where a deficit is indicated, please explain how your organization will make up the shortfall, as well, please explain the intended use of any surplus.

REVENUES	Proposed Budget
<b>Earned Revenue (i.e. Box office, sales, merchandise)</b>	
Total	
<b>Public Sector Support (i.e. City of Ottawa, Ontario Arts Council)</b> <i>(Do not show full amount of grants received, only show portion of grants directed towards the project.)</i>	
Total	
<b>Private Sector Support and Fundraising (i.e. Foundations, Sponsorships, Individuals)</b>	
ARTicipate Project Fund (this request) maximum 50% of project budget	
Total	
<b>Funds contributed to project by applicant</b>	
Total	
<b>Other Revenues (please specify)</b>	
Total	
<b>TOTAL REVENUES</b>	

EXPENSES	Proposed Budget
<b>Salary/Consultant/Artists/Professional fees</b>	
Total	
<b>Production/Technical</b>	
Total	
<b>Marketing and Promotion</b>	
Total	
<b>Rental Costs</b>	
Total	
<b>Administration</b>	
Total	
<b>Other (please specify)</b>	
Total	
<b>TOTAL EXPENSES</b>	

Total Revenues	
Total Expenses	
<b>PROJECT SURPLUS / DEFICIT</b>	

**Eligible expenses include (but are not limited to):**

- Facility rentals (at Shenkman Arts Centre)
- Marketing (i.e., advertising, posters, etc.)
- Rentals (equipment, instruments)
- Exhibition costs (framing, shipping, insurance)
- Technician Fees
- Transportation of equipment, artworks (truck rental)
- Purchase/Rental of costumes, props, sets, or materials
- Fees to artists providing their services to the project

**Only expenses directly related to the project are eligible**

**Ineligible expenses include (but are not limited to):**

- Operational expenses
- Facility rentals outside the Shenkman Arts Centre
- Manufacture, distribution of product in multiple copies
- Purchase of equipment, instruments, computers
- Documentation of art work
- Receptions or hospitality
- Mileage or gas reimbursements for transportation

**Any expenses not related to the project**

## SECTION 5: SUPPORT MATERIAL

Effective support material plays an important role in the assessment of applications. Support material gives the evaluators an indication of the artistic merit of your work and provides documentation of your proposed and past activities. Test all materials to ensure readability.

Submit only the support material that demonstrates your, the collective's or the group's artistic accomplishments, and **choose accomplishments related to the proposed project**.

Visual art applicants must provide digital images of a minimum of three (3) pieces that will be in their proposed exhibition. If your proposed project is performance-based, present a video if possible. Music projects must provide an audio (or video with audio) recording of their work.

**All support material must:**

- Be properly labelled
- Have a short description of the contents (including explanatory notes on the pertinence of the material to the proposed project) (*max. 300 words total*)
- Follow acceptable material specifications
- Not exceed specified quantities

Submit a maximum **three (3) items** of audiovisual and printed support material from the list below

*For example, one excerpt from a DVD, one press clipping and 10 digital images.*

**Check off the items being submitted:**

X	Type	Specifications	Label	Max.
<input type="checkbox"/>	Video	CD/DVD PC-compatible files viewable with: QuickTime, RealPlayer, or Windows Media Player maximum 1 GB file size	Label each video clip with title, performers, artist name and year.	Max. 3 mins.
<input type="checkbox"/>	Digital images	CD/DVD PC-compatible files .jpg file format maximum 3 MB file size	Each image labeled with title, artist name, year and medium.	Max. 10 images
<input type="checkbox"/>	Sound/Music recordings	CD/DVD PC-compatible files Playable with: QuickTime, RealPlayer, or Windows Media Player	Labeled each track with title, performers, musicians, composers and year.	Max. 3 mins.
<input type="checkbox"/>	Paper-based material: press clippings, manuscripts, selected texts	Copy and reduce to fit on 8 ½ x 11 size paper (if original size is larger)	Label each with applicant name and source of document.	Max. 3 pages
<input type="checkbox"/>	Publications, programs, invitations, brochures	In their original format	Label each with applicant name and source of document.	1 item

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If you have questions regarding your submission, contact the ARTicipate staff at (613) 580-2767 or [articipate@artsoe.ca](mailto:articipate@artsoe.ca)

## **TERMS AND CONDITIONS**

Recipients of the ARTicipate Project Grant agree to the Terms and Conditions as outlined below. The ARTicipate Endowment Fund reserves the right to change or alter the Terms and Conditions. *Failure to adhere to the terms and conditions may result in the revocation of ARTicipate Funds and/or the applicant being ineligible for subsequent funding from the ARTicipate Endowment Fund.*

## **USE OF FUNDS**

Funds shall be used only for the purposes outlined in the original ARTicipate Project Grant application. Changes to the scale and activities, including changes in budget, leadership structure and programming, must be reported in writing to, and receive approval of, ARTicipate staff.

## **UNUSED FUNDS**

Any portion of the funding that is unused and/or was designated for activities that were not executed shall be returned to the ARTicipate Endowment Fund.

## **REPAYMENT OF FUNDING**

The recipient shall, at the request of the ARTicipate Endowment Fund, repay to the ARTicipate Endowment Fund the whole or any portion of the funding if the Recipient:

- Ceases operation, is wound up or dissolved
- Experiences a change in its ownership, control or management, without prior written acknowledgment of the ARTicipate Endowment Fund
- Has knowingly provided false information in the application or any attachments
- Breaches any of the terms and conditions of the ARTicipate Project Grant

## **ACCOUNTING**

The recipient is required to keep and maintain records, invoices and other documents that relate to the manner in which the ARTicipate Project Funds were used. These records must be maintained for a minimum of three years. The recipient authorizes the ARTicipate Endowment Fund and its agents to inspect and copy these records.

## **REPORTING**

All successful applicants are required to submit a report form detailing how they used the funding awarded to them. Successful applicants must submit high resolution images of their activities for use in future ARTicipate publications, reporting and promotion. This report must be submitted either following completion of funded activities, twelve months after receipt of the funds, or at the time of subsequent application to the ARTicipate Endowment Fund program, whichever is soonest.

## **ACKNOWLEDGMENT OF FINANCIAL SUPPORT**

The recipient is required to publically acknowledge the support of the ARTicipate Endowment Fund as per the 'Acknowledgement of Financial Support' document.