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Beaumont Arts Council Grant Funding 2023 - Intake 2 Application Form

Intake 2 Application Deadline:

Thursday AUGUST 31, 2023 at 11:59 PM.

Please note that in addition to completing this application form, **you are required to submit additional materials by email** to ArtsCouncil@beaumont.ab.ca, also by the deadline above. (See below for what is expected in your PROJECT DETAILS, PROJECT BUDGET and ORGANIZATION/ARTIST BIO documents.)

If you have questions or need help completing the application please contact ArtsCouncil@beaumont.ab.ca.

Please refer to the **2023 Application Guide - Intake 2** prior to completing your application. Please note the application form and guidelines have been updated for the August 2023 intake and **previous versions no longer apply**. See the guide on the City of Beaumont website here: <https://www.beaumont.ab.ca/835>.

Goals and Objectives of the Grant:

The purpose is to fund the following:

- One-time or recurring events, projects, programs and initiatives that encourage and support artistic and cultural endeavours by artists, arts and culture organizations, and the broader arts and culture community of interest in Beaumont
- Arts and culture events, projects, programs and initiatives that are primarily designed and delivered for the general public in Beaumont

Complete the Application Form below. Please note that information regarding funded projects will be made public (eg. name of grant recipient, project name, brief project description, etc.). If you have questions please direct your inquiries to ArtsCouncil@beaumont.ab.ca.

This personal information is being collected under the authority of Section 33(c) of the FOIP Act and will be used to administer funding under the Beaumont Arts Council Grant program. All information gathered by the City of Beaumont is protected by the provisions of the Act. If you have any questions about the collection, use or disclosure of your personal information, please contact Legislative Services at 780-929-8782.

Section 1: Applicant Information

1. Name of Organization (or Ensemble or Collective or Collaboration or Individual Artist) - *this is the organization, group or individual that is applying for grant funding* *

2. Name of Main Contact Person (Full Name, Title) (Eg. President, Member-at-large, Project Lead, Artist, etc) - *this is the lead person responsible for the application* *

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3. Contact Email - *this is the email for the main contact person* *

4. Contact Phone - *this is the phone number for the main contact person* *

5. Fiscal Year End (If applicable indicate date, if not applicable type N/A) *

6. Our Organization is registered under the following (choose the option that applies to your organization): *

- NONE (this application is for a non-registered entity - ensemble, collective, collaboration or individual artist)
- Agricultural Societies Act
- Part 21 of the Business Corporations Act - Extra-Provincial Corporations
- Cemeteries Act or Cemetery Companies Act
- Companies Act, Part 9 (Non-profit Companies)
- Libraries Act
- Societies of Alberta Act
- Special Act of the Alberta Legislature
- Special Act of the Parliament of Canada
- Canada Not-for-Profit Corporations Act (must be registered in Alberta under the Business Corporations Act)
- Income Tax Act of Canada and operating in the province of Alberta (Charities)
- First Nations and Metis Settlements
- Foundations established and regulated under the provinces Regional Health Authorities Act
- Universities, colleges and institutes as defined under Alberta's Post-Secondary Learning Act

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7. List your organization's Charitable Number (if applicable)

8. List your organization's Incorporation Number (if applicable)

9. Has your organization (or ensemble or collective or collaboration or you as an individual artist) received previous financial support from the City of Beaumont in the last four years (2019 - 2023)? *

Yes

No

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10. If yes, please list each year (2019, 2020, 2021 and 2022) with the amount received - e.g. 2018-\$0, 2019-\$5000, 2020-\$0, 2021-\$2500)

11. Have final reports for all previous grant funding been submitted? Please note, eligibility requirements specify that previous monies received from the City of Beaumont have met reporting requirements. *

- Yes
- No
- N/A (Have not received past financial support)

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Section 2 - Project Information

12. Tell us the Project Name (maximum 10 words) *

13. Tell us a Short Project Description (maximum 100 words) - *these are the key points about what your project is/what it will accomplish* *

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14. Tell us the Funding Amount Requested - *ensure this matches the amount listed in your project budget document* *

15. Tell us the MINIMUM Funding Amount required to complete the project - *projects may be funded in part or in full, or not at all; should your project receive partial funding, the amount listed here is what is required for you to complete your project as outlined in your proposal.* *

16. Tell us the start date of the project (mm/dd/yyyy) *

17. Tell us the end date of the project (mm/dd/yyyy) *

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Information Needed To Issue a Cheque

Should your application be successful, the City of Beaumont requires certain information to be able to issue a cheque. Please provide the information as requested below.

18. Name on the Cheque: Tell us the name of the Individual (for Ensembles, Collectives, Collaborations or Individual Artists) or Organization to make the cheque payable to. *

19. Please provide the full mailing address for the Organization or Individual listed above (Street, City, Province, Postal Code) *

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20. Please provide a 10-digit phone number for the Organization or Individual listed above. *

21. Please provide an email for the Organization or Individual listed above. *

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Submit Additional Materials via Email

Send an email to ArtsCouncil@beaumont.ab.ca by the application deadline of **Thursday, August 31, 2023 at 11:59 p.m. and attach three (3) documents; your PROJECT DETAILS, PROJECT BUDGET and ORGANIZATION/ARTIST BIO.** These attachments together should be less than 10MB total size, suggested file type is PDF. Documents received after the application deadline will not be considered.

See the 2023 Application Guide - Intake 2 for full details and suggested information to include in each document.

Please save the documents as "Project Name - PROJECT DETAILS", "Project Name - PROJECT BUDGET" and either "Organization Name - BIO" or "Artist Name - BIO"

What to include in these additional documents:

- **Project Details:** Write a description of the proposed project (what you want to do, how you want to do it, and why). As partial funding may be awarded, applicants are encouraged to elaborate on if/how the project would proceed with less than full funding. You may include a modified project plan and budget for this scenario. Please note: proposals will be evaluated based on how the planned goals and outcomes of the project align with the purpose the grant, which is to encourage and support artistic and cultural endeavours by artists, arts and culture organizations, and the broader arts and culture community of interest in Beaumont, as well as to fund projects that are primarily designed for and delivered to the general public in Beaumont. This evaluation considers: needs assessment, cost-benefit, degree of financial need, demonstration of thorough and appropriate project plan and budget.
- **Project Budget:** Your budget **must balance** and should clearly identify both projected expenses and sources of funding. Expenses include costs for materials and/or activities that are directly related to carrying out the proposed project. Sources of funding **must show the requested grant amount.** (That is, include how much you are asking for from the Beaumont Arts Council Grant in the Income/Revenue/Sources of Funding part of your budget). Other sources of funding may include, but are not limited to: organization contributions, projected registration fees/ticket sales/etc., other confirmed or requested grant funding from other granting bodies, and in-kind labour/materials/supplies,. If the project budget includes payments that will go to the applicant themselves (eg. artist fee, honorarium, rental costs, etc.) these expenses must be clearly identified.
- **Organization Bio (for organizations only):** Provide details about your organization's mission, vision and objectives.
- **Artist Bio (for individual artists/ensembles/collectives/collaborations):** Provide evidence of your existing and committed practice; demonstrate your abilities as an artist and include relevant details of your artistic career and training relevant to the proposed activity.

Declaration

By typing my name and date in the section below, I DECLARE THAT:

- I AM A DULY AUTHORIZED REPRESENTATIVE HAVING LEGAL AND/OR FINANCIAL SIGNING AUTHORITY FOR THE ABOVE-MENTIONED ORGANIZATION, ENSEMBLE, COLLECTIVE, COLLABORATION OR ARTIST
- The information contained in this application and supporting documents is true and accurate and endorsed by the above-mentioned organization, ensemble, collective, collaboration or artist
- Funds are not being applied for:
 - Debt retirement, deficit reduction and/or retroactive grant funding
 - For-profit commercial ventures or private organizations
 - Endowments
 - Project/activities whose beneficiaries are solely/primarily outside Beaumont (the project/activity may occur outside Beaumont boundaries, however, the majority of the project/activity benefit must be to Beaumont residents)
- An accounting of spending, showing compliance with conditions of the grant (including a project assessment and financial accounting summary), shall be provided no later than sixty (60) days from project completion
- Any grant awarded shall be used solely for the purposes stated within this application and according to program parameters
- As a condition of accepting financial assistance, access to all financial statements and records having any connection with monies received from the City is hereby granted to the City of Beaumont.

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22. Full Name of person having legal and/or financial signing authority signing on behalf of the organization, ensemble, collective, collaboration or artist: *

23. Date *

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