



Camrose Arts Council

Arts and Culture Grant / Jeanne & Peter Lougheed Performing Arts Centre No-Fee Event Application(s)

Application Deadlines Dates: March 30 and September 30.

Submit completed application form using one of the following options:

- Print off and email to camroseartscouncil@camrose.ca ;
- Print off and drop off at City Hall to the Attention of the Chair of the Camrose Arts Council.

INFORMATION ABOUT THE APPLICANT:

Legal Name of Organization or Individual _____

Executive Director/Society Chair: _____

Annual Operating Budget: _____

Contact Person/Title (if different from above): _____

Year Founded: _____

Address: _____

Province _____ Postal Code _____

Application Date: _____

Phone: _____

Cell: _____

REQUIRED DOCUMENTS:

If you are unable to provide any of the following documents, please include a brief explanation why and alternate documents as per the Camrose Arts Council Arts and Culture Grant Funding and Eligibility and Application Policy.

- Indicate additional City of Camrose support, such as copies of all leases/license and rental agreements with the City of Camrose, if applicable.
- Proof of not-for-profit status, and organizational mandate, except for individual applicants.
- Resume, including two letters of reference, for applications submitted by individuals.
- Completed application form.
- Project budget.

Please check one the following:

- This is an application for an Arts and Culture Grant.
- This is an application for a No-Fee Event at the Jeanne & Peter Lougheed Performing Arts Centre, continue to page 5.

INFORMATION ABOUT THE PROJECT:

Project Name: _____

Please check the category for the Project:

- Event
- Programming
- Exhibition
- Special Initiative

Funding Amount Requested: \$ _____ **Total Project Cost:** _____

Anticipated: Start Date: _____ **Completion Date:** _____

The amount of the grant requested from the Camrose Arts Council cannot exceed eighty percent (80%) of the total expenses, to a maximum of five thousand (\$5,000) dollars.

Please attach your answers to the following questions on a separate sheet(s) of paper:

- 1) **Brief description of the Project.** (Maximum 600 words, excluding attachments).
- 2) **What are the project goals?** (Maximum 400 words).
- 3) **These grant funds are intended to strengthen the community of Camrose. How does your project fit this criteria?** (Maximum 400 words).
- 4) **What part of the project will the Arts and Culture Grant Funding be used for?** (Grant monies must be used for eligible project expenses, as described in the Camrose Arts Council Arts and Culture Grant Funding Eligibility and Application Policy).

PROJECT BUDGET:

Please attach information if additional space is required.

Expenses: List all costs that you expect to spend in support of the project. This may include materials and supplies, venue space or equipment rentals, in-kind expenses*, etc.

Item	Projected Amount
	\$
	\$
	\$

	\$
	\$
	\$
Total Projected Expenses	\$

Revenue: List the funds you expect to receive for this project from other granting organizations, including if these funds are anticipated or confirmed. These funds may include other grants, donations, fundraisers, in-kind contributions*, etc.

Item	Projected Amount	Confirmed? (circle one)
		YES / NO
	\$	YES / NO
	\$	YES / NO
	\$	YES / NO
	\$	YES / NO
	\$	YES / NO
Sub-Total Revenue	\$	
Amount of Grant Requested from the Camrose Arts Council **	\$	
Total Projected Revenue (this amount should equal Total Expenses)	\$	

* In-kind contributions and in-kind expenses and must balance.

** The amount of the grant requested from the Camrose Arts Council cannot exceed eighty percent (80%) the Total Expenses, to a maximum of five thousand (\$5,000) dollars.

I CERTIFY, TO THE BEST OF MY KNOWLEDGE, THAT: the funds requested comply with the Camrose Arts Council Arts and Culture Grant Funding Eligibility and Application Policy.

Signatures:

_____ President, Board of Directors	_____ Date
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_____ Executive Director (if applicable)	_____ Date
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_____ Individual Applicant	_____ Date
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The information on this application form is collected under the authority of Section 33(c) of the FOIP Act and solely for the purpose of administering the City of Camrose Arts Council Grant Funding. Where applicable the information shall be administered in accordance with the Freedom of Information and Protection of Privacy Act (FOIP).

Camrose Arts Council



Arts and Culture / Jeanne & Peter Lougheed Performing Arts Centre No-Fee Event Application

Complete this application form if requesting for a No-Fee Event at the Jeanne & Peter Lougheed Performing Arts Centre.

Date of Application: _____

Name of Organization: _____

Title of Event: _____

Contact Person: _____

Type of Event (Speaker, Concert etc:) _____

Date: _____ Time(s) of Event: _____

Anticipated Number of Attendees: _____

Select Space Required:

	Technical Requirements:	Additional Requirements:
<input type="checkbox"/> Cargill Theatre	_____	_____
<input type="checkbox"/> Mayer Family Community Hall	_____	_____
<input type="checkbox"/> Christenson-Nelson Gallery Lobby	_____	_____

Event Profile:

The events requesting a No-Fee Event at the Jeanne & Peter Lougheed Performing Arts Centre must be both admission free to the community at large and reflect the overall vision of the Jeanne & Peter Lougheed Performing Arts Centre; the enhancement and development of the arts, culture, and education for the benefit of the community served by each of the City and the University of Alberta and those additional communities served by the Jeanne & Peter Lougheed Performing Arts Centre.

Please check the following:

- I have attached written confirmation that the Jeanne & Peter Lougheed Performing Arts Centre is available for rental on the dates provided for the event.
- I acknowledge additional charges such as any food and beverage services, and possibly any special technical requirements as listed above would be the responsibility of the organization to arrange payment with the Jeanne & Peter Lougheed Performing Arts Centre (details can be provided at time of inquiry).
- I have read and understand the following definition:

“No-Fee” is defined as free from space rental fees and technical support costs for a maximum of twelve (12) hours.

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