



Camrose Arts Council

Arts and Culture Grant Application

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 _____

Phone: _____ Cell: _____

Date of Application: _____

Email: _____

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.

The grant applied for shall not be used for a project that occurs within one month of the application deadline date.

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

Executive Director (if applicable)

Date

Individual Applicant

Date

The personal information collected through this application is required to assess eligibility and administer programs offered by the City of Camrose. This collection is authorized under sections 4(a) and (c) of Alberta's Protection of Privacy Act, as it is necessary for an operating program of the City and is expressly permitted by an enactment. The information will be used solely for program administration and may be disclosed as authorized under Alberta's Access to Information Act. If you have any questions about the collection of personal information, please contact the Access to Information Coordinator, City of Camrose, at 780-678-3440, visit 5204 50 Avenue, Camrose, AB T4V 0S8, or email legservices@camrose.ca