

Camrose Arts Council

Arts and Culture Grant Application

Application Deadline Dates: April 1 and October 1

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

Submit completed application form using one of the following options:

- Email to camroseartscouncil@camrose.ca
- Mail to City of Camrose, 5204 - 50 Avenue, Camrose, AB T4V 0S8
- Drop off at City Hall between 8 am-12 Noon or 1 pm-4pm, Monday to Friday
- Drop-in mail slot at City Hall, south side of building.

Date of Application: _____

CONTACT INFORMATION	
Name of Organization or Individual	
Contact Person/Title	
Address	
Email	
Phone	
Annual Operating Budget:	
Year Founded	
Address Email	
Name(s) of Signing Authorities/Titles/Email <i>(This information will be used solely for signing and awarding the grant electronically).</i>	

REQUIRED DOCUMENTS

If you are unable to provide any of the following documents, please include a brief explanation why and provide alternate documents.

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

PROJECT PROFILE

Project Name	
Category (Event, Programming, Exhibition, Special Initiative)	
Funding Amount Requested <i>(Cannot exceed eighty percent (80%) of the total expenses, to a maximum of five thousand (\$5,000) dollars.</i>	\$
Total Estimated Cost	\$
Start Date yyyy/mm/dd	
End Date yyyy/mm/dd	

Please submit your answers to the following questions on a separate sheet of paper:

Provide a brief description of the Project (Maximum 600 words, excluding attachments).
What are the project goals? (Maximum 400 words)
How does your project fit the criteria that grant funds are intended to strengthen the community of Camrose? (Maximum 400 words)
What part of the grant requested will be used for eligible project expenses? (Eligible project expenses 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).

BUDGET

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	Amount
	\$
	\$
	\$
	\$
Total Estimated 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	Amount	Confirmed (choose one)
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sub-total Revenue		

Total Grant Funding Requested	\$
<i>The amount of the grant requested cannot exceed eighty percent of the Total Expenses, to a maximum of five thousand (\$5,000) dollars.</i>	

Total Estimated Revenue	\$
<i>This amount should equal estimated total estimated expenses.</i>	

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

ACKNOWLEDGEMENT

I CERTIFY, TO THE BEST OF MY KNOWLEDGE, THAT:

<input type="checkbox"/>	I have read and understand the Camrose Arts Council and Culture Grant Funding Eligibility and Application Policy.
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<input type="checkbox"/>	I have read and understand the Camrose Arts Council and Culture Grant Funding Agreement.
<input type="checkbox"/>	That the funds requested comply with the Camrose Arts Council Arts and Culture Grant Funding Eligibility and Application Policy.

Signature(s)	
Name of Organization or Individual	

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.