

DO NOT STAPLE



**ARTS
CATALYST PROGRAM
APPLICATION FORM: Mentorships
Deadline: June 15, 2009, by 5 p.m.**

(See the Catalyst Guide to Filling Out the Application Form and Catalyst Program Guidelines)

Applicant Details

Lead Organization: _____
Contact Person: _____
Mailing Address: _____
City/Town: _____ **Postal Code:** _____
Telephone: _____ **Facsimile:** _____
Email: _____ **Website:** _____

Name and Position of Person being Mentored: _____

Name of Mentor: _____

Project Title: _____

Summary of mentorship (Max. 50 words)

Start Date: _____ **(d/m/y)** **End Date:** _____ **(d/m/y)**

Cost of Project: _____ **Amount Requested:** _____

Last Operating Budget: _____

Have you ever applied to 2010 Legacies Now? Yes No
If Yes, for this project? Yes No
If Yes, were you successful? Yes No

Lead Organization: (select one)

Arts, Cultural, Heritage Organization or Association **Society #:** _____
 Arts Service Organization

Organization Background

What is your organization's mission/mandate? Please provide a brief history of your organization and its role in your community. If applicable, please also concisely list the programs/projects that you have undertaken in the past two/three years. (Max. 500 words)

Description of Mentorship

Describe the project as clearly as possible.

Please consider the following information when answering this section. (Max. 500 words)

- Catalyst Mentorships support projects that match experts (mentors) with a staff member. The mentor shares his/her knowledge and gives guidance over an extended period of time to address specific artistic or organizational development needs. How does your project do this?
- In carrying out the mentorship, does your organization face any challenges that are specific to the community in which you operate?

What need or opportunity in your organization have you identified that the mentorship will address?

Please consider the following questions when answering this section. (Max. 500 words)

- Explain how the mentorship is outside your ongoing programs and operations.
- Why and how is this mentorship crucial to the development of your organization or the partnership?
- What evidence/rationale do you have for identifying this need or opportunity?
- How will the mentorship address the identified need or opportunity?

How will the mentorship change your organization for the better in the short and long term?

Please consider the following questions when answering this section. (Max. 500 words)

- What is your goal upon completion of the mentorship?
- How will you maintain the outcomes from the mentorship? Your application will be assessed on the project's ability to carry forward the results in the long term.

Mentor Details

Provide the background of the mentor and the person to be mentored. (Both must be identified at the time of application).

Please consider the following questions when answering this section. (Max. 500 words)

- How was the mentor selected?
- Why is the mentor the person most suitable for the role?
- Please include the resumés of the mentor and the person to be mentored.

Workplan/Timeline

What work has been done to date to prepare for the mentorship? (Max. 250 words)
▪ Funding cannot be provided for any activities that are listed in this section.

For example:

Date	Activity and Description

Provide a complete timeline and workplan for the mentorship. Include key milestone dates, learning objectives, activity to be undertaken and those responsible for the activity (Max. 1 page)

- Show where and how staff will learn through and from the project.
- The achievability and strength of the mentorship plan will be an important part of the application’s assessment.
- Funding cannot be provided retroactively. Activity funded by 2010 Legacies Now for the June 15, 2009 deadline cannot begin before October 2009.

For example:

Key Milestone Dates	Activity/Learning Objectives	Who’s Responsible for Activity

Evaluation

What will constitute success for your organization as a result of this mentorship? How will you measure the outcomes of the project in your organization?

Please consider the following information when answering this section. (Max. 500 words)

- We encourage both quantitative and qualitative measures.
- Long and short-term measures must be considered.

For example:

Success Measures	Evaluation Methods
Creation of a comprehensive manual or toolkit for staff to use in tour planning	Ability for staff to plan a tour in a professional and cost effective manner
Financial planning skills development and training for staff	Ability of staff to generate monthly cash flow statements and other accounting documents

Budget

Please complete the attached budget form.

- Contributions will range between \$3,000 - \$10,000
- Please provide notes to the budget to explain how amounts were determined
- Indicate whether revenue from other sources is confirmed or pending

Mentorship has TWO funding categories:

1. For organizations with annual operating budgets over \$250,000:
 - Funding requested for Mentorships can be no more than 50% of the overall cost of the project
 - In-kind contributions can be up to a maximum of 25% of the overall cost of the project.
2. **NEW!** For organizations with annual operating budgets of \$250,000 or less (based on last years' reviewed financial statements submitted with your application):
 - Funding requested for Mentorships can be up to a maximum of 80% of the cost of a project that has total expenses of up to \$12,500
 - In-kind contributions can be up to a maximum of 25% of the amount contributed by the organization to the project.

Support Materials

Do not include visual support material (books, CDs, DVDs) with your application; they will not be returned.

Ensure you include:

- Certificate of incorporation (REQUIRED, if applicable)
- Last annual report, including financial statements (audited where available) (REQUIRED, unless a new organization)
- A completed Budget Form (REQUIRED)
- Any letters of agreement between participating organizations/individuals
- Any reports or studies undertaken to date that have helped the organization prepare for the project
- Any quotes or funding confirmation letters to back-up budget numbers (particularly for the mentor)
- Letters of support for the project

How to Apply

Application Deadline: June 15, 2009 by 5 p.m.

1. Read the Catalyst *Program Guidelines*
2. Contact 2010 Legacies Now to discuss your proposal and its eligibility
Phone: 778-327-5160
Email: arts@2010LegaciesNow.com
3. See the Catalyst *Guide to Filling Out the Application Form*
4. Complete the Catalyst *Application Form* (note that each program category has a separate application form) and provide the requested support material.

- 5. Send the completed application to:
 Arts - Catalyst Program
 2010 Legacies Now
 #400 - 1095 West Pender Street
 Vancouver, B.C. V6E 2M6

Please note:

- Applications need to reach the 2010 Legacies Now office by 5 p.m. on the day of the deadline - **please take delivery time into consideration when submitting your application.**
- Faxed or emailed applications will not be accepted.
- Late applications will be returned unopened to the applicant.

Declaration by the Mentor

Please the mentor to read a copy of your completed application and sign the following acknowledgement:

I, _____, certify that I have reviewed the above proposal with the 2010 Legacies Now applicant and that if funds are awarded I will provide the mentoring services for the fees mentioned, and in the manner described.

*Signature**Date*

The mentor and the applicant should keep a copy of the signed completed application.

Declaration by the Applicant

We certify that:

1. To the best of our knowledge all the information contained in this application and the attachments is true and complete.
2. By applying to 2010 Legacies Now we agree that 2010 Legacies Now is able to publish our organization’s name as an applicant.
3. If successful, within two months of the project being complete we will send a report outlining the results to 2010 Legacies Now. All or portions of the results may be released publicly by 2010 Legacies Now.
4. If successful, the financial records of this project will be available for audit and on site inspection by 2010 Legacies Now or its designate.
5. If successful 2010 Legacies Now will be given appropriate recognition as a funding partner as per the Guidelines that will be provided in the Contribution Agreement.

Two authorized members of the applying organization must sign the application. **Unsigned and those with digital signatures applications will not be considered and will be returned.**

Name (please print): _____ Name (please print): _____

Position: _____ Position: _____

Signature: _____ Signature: _____

Date: _____ Date: _____