

DO NOT STAPLE



ARTS

INNOVATIONS PROGRAM

APPLICATION FORM: Creative Ventures

Deadline: Monday September 29, 2008 by 5 p.m.

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

Applicant Details

Lead Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Project Title: \_\_\_\_\_

Summary of project: (Max. 50 words)

Empty box for project summary.

Scope of Project:  Province-wide  Regional  Community/Communities (please list)

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

Is this application for the second year of the project?  Yes  No

If yes, have you submitted a final report?  Yes  No

Lead Organization: (select one)

Arts, cultural, heritage organization/association Society #: \_\_\_\_\_

Unincorporated arts group or partnership  Established artistic or cultural collective

Post secondary institution  First Nations band

Tribal council  Regional government

Municipality  Other: \_\_\_\_\_

On behalf of a partnership (If yes, please list all partners).

(Partnerships must consist of two or more organizations, each of which is expected to make a clear and identifiable contribution to the project. This differs from a Funding Partnership. Please see the Innovations Program Guidelines.)

## 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 to three years.

(Max. 500 words)

- For partnerships, please provide a brief background for each partner.

## Description of Project

**Describe the project as clearly as possible.**

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

- How does your project expand the available range of or create new arts and cultural activities in your community?
- If funding is requested for one phase of a larger project, focus on the phase that you are requesting support for in your description. Provide contextual information on the larger project.
- Explain how this project differs from activities normally undertaken by your organization.
- In carrying out the project, does your organization face any challenges that are specific to the community in which you operate?

**How will your community benefit from the project in the short and long term?**

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

- What is your goal on completion of the project?
- How will communities and audiences currently underserved benefit? If so, how and why?
- How will you maintain the outcomes of the project?
- Include information about your community that you think will be useful in reviewing your application.

## Workplan/Timeline

**What work has been done to date to prepare for the project?** (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 project that includes key milestone dates, the activity and those responsible for the activity. (Max. 1 page)**

- Funding cannot be provided retroactively.
- Activity funded in the September 2008 intake cannot begin before January 2009.
- The achievability and strength of the workplan will be an important part of the assessment.

For example:

Key milestone dates	Activity	Who's Responsible for Activity

## Evaluation

**What will constitute success for the project? How will you measure the outcomes of the project in your community?**

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

- How will you assess the project to determine whether it is worth continuing?
- We encourage both quantitative and qualitative measures.
- Long and short-term measures must be considered.

For example:

Success Measures	Evaluation Methods
2,000 people will pay to attend our first annual jazz festival	Box office receipts
Increase our South Asian audience from 5% to 10% of total attendance	Audience survey, box office records
Establish a partnership with a technology firm to introduce multi-media elements into our staging	Commitment to continuation of partnership

## Budget

Please complete the attached budget form.

- Contributions will range between \$5,000 - \$25,000
- Funding requested 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
- Please provide notes to the budget to explain how amounts were determined
- Indicate whether revenue from other sources is confirmed or pending

## Supporting 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
- Letters of support for the project (HIGHLY RECOMMENDED. If a partnership, please provide letters from all partners)

## How to Apply

**Application Deadline: Monday September 29, 2008, by 5 p.m.**

1. Read the *Innovations Program Guidelines*
2. Contact 2010 Legacies Now to discuss your proposal and its eligibility  
Phone: 778-327-5160  
Email: [artsnow@2010LegaciesNow.com](mailto:artsnow@2010LegaciesNow.com)
3. See the *Innovations Guide to Filling Out the Application Form*
4. Complete the *Innovations Application Form* (note that each program category has a separate application form) and provide all the supporting material
5. Send completed application to:

Arts - Innovations 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 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 completed 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 onsite 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 applications and those with digital signatures will not be considered and will be returned.**

Name (please print): \_\_\_\_\_ Name (please print): \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_