

DO NOT STAPLE



**ARTS
INNOVATIONS PROGRAM
APPLICATION FORM: Engaging Communities
Deadline: Tuesday September 29, 2009 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)

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

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 involve artists and cultural workers sharing their knowledge, experience and best practices with community members?
- Describe how the completed work(s) will be presented to the public.
- Include a short description of the key artist(s) who will lead the project OR include a one page (max.) bio of the key artist(s)
- 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?

Community Engagement

How will the community being engaged 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 you maintain the outcomes of the project?
- Include information about the community you are engaging that you think will be useful in reviewing your application.
- Have you been in touch with the community you are proposing to engage to ensure the viability of your project?
- Are you engaging a community and/or audience currently underserved? If so, how and why?

Work to Date

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.

Example:

Date	Activity and Description
Jan -Feb 2009	Research on project themes and required resources
March 2009	Identification and contact with potential project partners to share project vision
April 2009	Shared project plan with board of directors at monthly meeting

Workplan & Timeline

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 2009 intake cannot begin before January 2010.
- The achievability and strength of the workplan will be an important part of the assessment.

Sample Template:

Key milestone dates	Activity	Who's Responsible for Activity

Evaluation

What will constitute success for this 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)

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

For example:

Success Measures	Evaluation Methods
120 participants from X community contributing to the creation of the mosaic community art installation	Attendance records; participant surveys
Community members' increased involvement in the festival	Number of people who have already signed up for next year's pre-festival workshops

Budget

Please complete the attached budget form.

- Contributions will range between \$5,000 - \$25,000
- Funding requested from 2010 Legacies Now 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)
- If appropriate, bio for Key Artist(s) - 1 page max.
- 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: Tuesday September 29, 2009, 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: arts@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.

Applications must be received at 2010 Legacies Now offices by 5 p.m. on the deadline day.

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: _____