



ARTS INNOVATIONS PROGRAM

GUIDE TO FILLING OUT THE APPLICATION

Application Format

- Please use the space provided in the application form only, unless otherwise indicated.
- Where allowed, attach 8.5"x11" white paper using a minimum 11 point font.
- Provide one copy of all requested materials on white 8.5"x11" paper, single-sided.
- Ensure the applicant's name is on each page.
- DO NOT bind the application with staples, cerlox spines, binders, tabs, folios, presentation folders or other means.

Applicant Details

Choose the specific application form for the category you are applying into. Applicants are allowed only one application per intake (unless in partnership with another organization).

Lead Organization

- List the legal name of the applicant. This is the name that the cheque will be made out to if the applicant is successful.

Contact Person

- This will be the only person entitled to receive the contribution contract, as well as all financial information and correspondence regarding the applicant file.

Summary of Project

- Condense your project into no more than 50 words.
- Answer who, what, why, where, and when of what you propose to do.
- If 2010 Legacies Now is requested to fund a specific phase of a project, then focus on that phase in the description.

Scope of Project

- Please indicate where your project will take place and the community or communities reached by the project.

Start Date; End Date

- Planning and evaluation activities should be taken into account when setting the start and end dates.
- Funding cannot be provided retroactively. The activity timeframe is outlined on the Innovations *Program Guidelines* and *Application Form*.

Cost of Project; Amount Requested

- Amounts should equal the request in the *Budget* attached to the *Application Form*.

Last Operating Budget

- This amount should correspond with the last annual financial statement submitted with your application.
- Not applicable if a new organization is applying.

Have you ever applied to 2010 Legacies Now?

- An applicant cannot re-apply to the same program if they are a current recipient.
- A Final Report must be submitted and approved before submitting a new application unless you are applying as part of a partnership.
- The exception to this is an organization that has received funding for its first year of an annual project, but is unable to complete all deliverables before the next application deadline, may be eligible to apply for the second year. Applicants in this situation must contact the Arts area of 2010 Legacies Now to confirm their eligibility and to find out if an interim report is required.

Lead Organization Description

- This program does not fund individuals.
- Pick the description that best suits your organization.
- Eligible organizations include but are not limited to arts, culture and heritage, dance, theatre, music, interdisciplinary or multidisciplinary arts, museums, visual, literary and media arts.
- If this is a partnership be sure to include the names of all partners. Include an additional sheet if this is necessary.
- Partnerships must consist of two or more organizations, each of which is expected to make a clear, identifiable and significant contribution to the project. Partnerships that include non-arts groups or organizations must have at least one partner with a demonstrated track record of experience in cultural programming. Organizations that solely provide funding towards the project (such as granting bodies, foundations, sponsors, donors, etc.) are not considered partners.

Organization Background

Organization's mandate/mission

- This can be from your constitution or it can be an operational statement under which you work.
- Do not submit a printed-out web page.
- If this is a partnership, include a brief organization background for all partners.

Brief history

- Please be brief.
- Provide only enough information to give readers a sense of your organization, its recent programs/projects, its place in your community, and why it has the ability to accomplish the project.

Description of Project

- Re-read the *Innovations Program Guidelines* to ensure that you have selected the appropriate program category.
- Answer the questions in a concise and focussed manner. You may want to ask someone who is totally unfamiliar with your project to review your application. Do they understand what you are trying to accomplish? Do they think it answers the who, what, when, where and why questions?
- Show how the project addresses the assessment criteria outlined in the *Innovations Program Guidelines*.
- Explain how your community will benefit from the project in the short and long term.

Workplan/Timeline

- 2010 Legacies Now has provided a simple format that includes Key Milestone Dates/Activity/Who's Responsible for Activity. Please use this, or a similar format for this section.
- Be sure to include a summary of work that has been done to date. Anything listed here cannot be funded by 2010 Legacies Now.

Evaluation

- What are your key measures of success? Wherever possible use quantifiable (numeric) indicators as well as qualitative.
- A simple format has been provided that includes Success Measures and Evaluation Methods. Please use this, or a similar format for this section.
- Details regarding the assessment process, criteria and priorities can be found in the *Innovations Program Guidelines*.
- The outcome of your project is very important. Please refer to the 2010 Legacies Now website for examples of funded projects.

Budget

- Please read this section carefully before filling out the application.
- A mock budget is included on the website to help you.
- Round all figures to the nearest dollar.
- Submit a budget for the project you are seeking support for only. Do not submit your organizations' annual operating budget.

EXPENDITURES

- 2010 Legacies Now investment is a cash value.
- There are two kinds of values requested in the budget - cash and in-kind. Cash is actual dollars needed for the project. In-kind costs are goods and services that have a cash value but that will be allocated to the project at no cash cost.

Column A

- Total cost of the project, including both cash and in-kind.

Column B

- Indicate what portion of the total cost (Column A) you are asking 2010 Legacies Now to cover. For example, if you are seeking support for half of the total artist fees of \$10,000, Column A would be \$10,000 and Column B would be \$5,000.

Column C

- Indicate what portion of the total cost (Column A) is in-kind.
- In-kind contributions include goods (space used by applicant, equipment, supplies, materials, etc.) and services (volunteer time, transportation, printing, etc.) donated to the applicant organization. Note: The dollar value of these contributions (what it would cost if the organization had to pay for them) must be reported in both Column A and Column C.
- Examples of in-kind allocated costs include donated labour, equipment services, and the contribution of administrative costs by the applicant to the specific project (the provision of a desk in your office, and the value of the applicant's staff who will be contributing to the project are examples).
- To calculate the value of donations or labour, the following is recommended:
 - Donated materials or equipment rentals at verified fair market value
 - Donated accredited professional services at verified fair market value
 - General labour (e.g. administrative support): \$12/hour
 - Skilled labour (i.e. marketing, communications, internet support): \$25/hour

Notes Section

- Use the notes section to provide information for the figures in Columns A, B and C. Be clear and succinct in explaining how you arrived at the figures. This is critical in explaining expenses to the Advisory Panel. Attach additional pages if needed.
- Provide estimates where appropriate; attach a "Notes to Budget" page if there is inadequate space.

Fees

- Use the notes section to explain how the fees were derived or agreed upon. For example, 10 hours at \$25 per hour.

Direct Costs (Installation/Production)

- Summarize the full costs in this area but attach a full budget that provides details including artist fees, facility rental, design, etc. Anything that directly relates to a production or an exhibition.

Overhead

- If these costs are already within the applicant's (or partner's) operations they should be included as in-kind. In the notes column show how the value was calculated.
- For example: A General Manager (GM) will act as Project Supervisor for a 12-week project. To determine the project supervision cost divide the General Manager's \$35,000 annual salary by 52 weeks and by 35 hours/wk to reach an hourly wage of \$19.23. If the GM is allocating 5 hours per week to the 12-week project, the project supervision cost will be \$1,154. Although overhead costs are eligible as matching dollars they are not eligible for 2010 Legacies Now funding.

Total Each Column

- Add the sub-totals to reach the Total Cost (Column A), the total Request from 2010 Legacies Now (Column B) and the total In-kind (Column C).
- The request from 2010 Legacies Now (Column B) cannot exceed 50% of Column A. In-kind (Column C) cannot exceed 25% of Column A.

REVENUES

Column A

- How much cash are you expecting and from what sources?

Column B

- Indicate which revenues are confirmed or applied for. An amount without anything indicated will be assumed to be unconfirmed.
- For amounts that have been applied for, please use the "Notes" column to indicate when they were applied for and when you expect to hear the outcome.
- For amounts that cannot be confirmed (such as box office revenues or applications to other programs that have not been confirmed) include a note indicating if you have based the estimate on past experience and what that experience might be. For example, allocating \$2,000 from Arts Council operating grant - last 3 years have received \$10,000. For box office, indicate ticket price, number of tickets and expected capacity.

Column C

- Indicate the amounts of in-kind revenue.
- These amounts should correspond with in-kind expenses.

Contribution from applicant and partners

- Wherever possible the applicant and partners should make a cash contribution from their operations as well as any in-kind contribution. This will indicate the significance of the project to the applicant and partners in the short and long term.

Government grants

- Indicate the specific government program that funding is being requested from. For example, an operating grant, BC Arts Council Project Assistance Community Arts Festivals, Department of Canadian Heritage Arts Presentation Canada.
- Please be aware that funders communicate with each other.

Earned revenue

- Show how you will achieve these revenues. For example if you are anticipating box office revenue, indicate average ticket prices, the number of seats in the theatre and the estimated capacity.

Request from 2010 Legacies Now

- This amount should equal the Total of Column B in Expenses.

In-kind Value Total (Column C)

- This amount must equal the Total of Column C in Expenses.

Surplus/Deficit

- Please note that 2010 Legacies Now does not fund surpluses equivalent to the amount you have applied for nor does 2010 Legacies Now fund budgets which show a significant deficit.

Support Materials

- Please do not include visual support material (books, CDs or DVDs), they will not be returned.
- Include all supporting material at the time of your application. Materials sent after the deadline will not be considered. This includes letters of support.

How to Apply

- Applications must reach the 2010 Legacies Now office by 5 p.m. on the deadline day. Take delivery time into account.
- To be safe, set a personal deadline to have the application to the office a week before the actual deadline.
- Applications by fax and email will not be accepted.
- Applications that arrive late will be returned unopened.

Declaration by the Applicant

- Make sure the application is signed by two signing officers. One should be the Contact Person for the application. Information regarding the file will only be given to this person.
- Unsigned applications and those with digital signatures will not be considered.