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Department of Tourism, Heritage and Culture

**Operational Grant Program**

**Production/Presentation for Arts Organizations Component**

**2015-2016**

**APPLICATION FORM**

**Application Deadline: April 15th**

***To be accepted as complete, this application form must be filled out using the format that has been provided.***

**Part One: Applicant Information**

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| 1. | Registered Name of Arts Organization: | | |
|  | Contact person: | | |
|  | Title of contact person: | | |
|  | Telephone: | Fax: | Email: |
|  | Address (head office): |  | Postal Code: |
|  |  | | |
|  | Telephone: | Fax: | Email: |

2. CADAC ID code (confidential and for office use only): The organization must register with CADAC as soon as possible to avoid delays in providing the financial and statistical information. The CADAC ID code will be provided when you register on-line. (See Part Two for information on CADAC)

3. Amount of grant requested (as indicated in line 4475 of the CADAC financial form): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part Two: Financial and Statistical Information**

The Department of Tourism, Heritage and Culture (the Department) is a partner organization of CADAC (Canadian Arts Data/Données sur les arts au Canada). All Production/Presentation Arts Organizations applying for operational funding are required to register on the CADAC website, and complete both the financial and statistical forms as part of the application requirements. Failure to do so will result in an incomplete application to the program. CADAC uses a web-based application that will lighten the administration burden on arts organizations applying for operational funding to one or multiple public funders by enabling them to submit one set of financial and statistical information.

In order to provide standardized financial and statistical information, please register the organization and complete the required forms at the following web link: https://www.thecadac.ca/login.aspx. Organizations applying for operational funding are encouraged to register with CADAC as soon as possible and to explore the various options offered.

The financial form covers a number of years past and future. For the purpose of the organization’s application, you are required to complete the financial information for the previous year, the current year, and the request year. Projected financial information beyond the request year is not mandatory. The statistical form also covers a two-year period, the current year and the request year). You may include estimates where needed. Only complete the information that applies to the organization.

Once completed, the Department will access the financial and statistical information with the CADAC ID code provided. Remember, the online information is confidential and will only be accessible to the Department staff required to analyze your data. The statistical form also covers a two-year period, the current year and projections for your request year. You may include estimates where needed. Only complete the information that applies to your organization. Once completed, the Department will access the financial and statistical information with the CADAC ID code you provided. The online information is confidential and will only be accessible to the Department staff required to analyze your data.

**Part Three: Report on the Production/Presentation Arts Organization**

The Application assessment panel’s recommendation concerning your application will be based on the merit of the organization and the programming, and measured against the criteria listed below. Please describe the recent and current activities in terms of these criteria by responding to the points that follow, and introduce each response with the heading provided below.

Some items have to do with artistic merit, others with organizational merit. This information is meant to help you. How much space you give to each point is at your discretion. You are not required to respond to any items that do not apply to your situation. However, please limit your total response to *10 pages maximum.*

**A. General and Contextual Information:**

In the perspective of informing the members of the Application assessment panel on the organization in terms of the particular context in which it operates or the unique challenges it faces, please describe the organization taking into account the points below, highlighting in particular the activities and events that have contributed to its development:

General information:

* The mandate of the organization;
* The artistic mission of the organization and its objectives in artistic terms;
* A brief history of the organization (date of foundation, major milestones and achievements);
* Any other relevant information on ongoing activities.

Contextual information:

* Define the particular place and the role the organization plays in the artistic community, as well as the context in which it evolves.

**Note:** No score is awarded for this section; however, this is an opportunity for you to provide the Application assessment panel with greater perspective on the work accomplished by the organization in addition to questions B (1-3).

1. **Excellence of the Organization: Financial soundness and general organizational health of the organization:** *Please elaborate on the overall financial health of the organization, and on the efficiency of the organizational structure:*

* Provide the amount of your accumulated surplus/deficit at the end of the organization’s last financial cycle. Comment on the financial situation, indicating how the organization plans to address the surplus or the accumulated deficit, if applicable;
* Provide for the two previous years the revenues based on the following three categories – (1) performance/programming/exhibition revenue, (2) public funding, and (3) private funding. Comment on your efforts to diversify the revenues;
* If you are applying for the first time, attach the documents of incorporation (governance model) and the by-laws to the application;
* If the organization already receives funding under this program, please include amendments or changes adopted by the Annual General Meeting in the last year, if applicable;
* Describe the human resource structure and any specific challenges faced in this area. Include a description of each role and what makes the staff person qualified for that position (i.e. education, work experience);
* Attach the minutes from the last Annual General Meeting to the application. Indicate the dates of all the Board meetings and the list of all motions adopted by the Board in the last full operating year;
* Describe the current Board composition and explain the approach for identifying Board members;
* List the professional development opportunities provided to staff in the previous and current year;
* List key strategic partnerships that existed in the previous year;
* Have you undertaken a strategic planning process in the last five years? If yes, attach an Executive Summary of the plan. Comment on future efforts.

1. **Excellence of the Exhibitions/Productions and/or Presentations**: *Please elaborate on the artistic performance and merit of your organization and how your work contributes to the arts discipline.*

* State your artistic vision and how your organization’s programming corresponds with that vision;
* Describe your organization’s programming for the current year ;
* List the awards or prizes, positive critiques or public recognition your organization has received in the two previous years;
* Indicate how your organization has demonstrated excellence in the content and in interpretation of its exhibitions/productions/presentations;
* Indicate how your organization has demonstrated leadership in its artistic programming.

1. **Audience Development**: *Please elaborate on how the organization attracts the public to its productions and/or presentations, and how the programming contributes to the enrichment of its audience.*

* Indicate if the organization had a marketing plan for the previous year (s). If yes, please attach;
* Provide a summary of the productions/presentations/exhibitions/programs in the previous year and include the following information for each: Date(s) of performance(s)/presentation(s)/exhibition; Cost of ticket (if appropriate); Name of venue(s) and location(s) (if appropriate); Capacity of each venue and number of people who attended (if appropriate);
* Provide a schedule of artistic productions and/or presentations/exhibitions planned for the request year;
* Explain if/how the organization has maintained audience stability or growth in the last three years;
* Explain how the exhibitions/productions/presentations contributed to the education and/or social development of the audience in the previous year;
* Explain how the exhibitions/productions/presentations/programs contributed to a better understanding of the discipline and how artistic and aesthetic goals were developed in the previous year;
* List the efforts in the previous year to ensure that all segments of society had access to the exhibitions/productions/presentations;
* List the databases that are maintained by the organization and how they are utilized (for example: to reach the members or the public, fundraising campaigns, etc.);
* Indicate if the scope of the organization’s activities is local, regional, provincial, national or international.

1. **Cultural Sector Development:** *Please elaborate on the contribution of the organization to the development of the cultural sector and to the cultural infrastructure of the province.*

* Indicate how the organization provides fair and appropriate fees/remuneration for its performers/artists;
* List the economic partnerships the organization established in the previous/current year, and the nature of these partnerships;
* Indicate if the organization exported its exhibitions/productions/presentations in the previous/current year, and provide details;
* Indicate if the organization has a solid network of volunteers, and the role of these volunteers;
* Explain efforts undertaken by the organization in the previous/current year to support new and/or emerging artists;
* Explain how the organization attracts top talent and /or /established/emerging artists and how it provides a career path for those artists.

**Part Four: Required Documentation**

Please send **an electronic copy** of your application with the following documents:

* Completed application form:
* Short excerpts of a recent production/presentation, a televised critique or printed article concerning the organization, or a presentation of an exhibition/production/performance, etc. if applicable);
* A copy of the most recent publications or promotional, educational or marketing materials (brochure, catalogue, etc.) (as appropriate);
* Financial statements for the most recent fiscal year;
* A copy of the standard contract with professional artists;
* Documents of incorporation and by-laws for organizations applying for the first time (for organizations already funded by this program, these documents are included in the master file pertaining to your organization);
* Amendments and changes adopted by the past year’s Annual General Meeting ;
* Minutes of Annual General Meeting;
* The Executive Summary of the Strategic plan (if applicable);
* The Marketing plan (if applicable);
* Year-end Report of Activities.

**\*\*NEW\*\* Please refer to the Production/Presentation Arts Organization Guidelines for the application submission process.**

**Part Five: Agreement and Acknowledgement**

* I hereby agree to provide all requested information as well as any other supporting documents needed to evaluate this application. I understand that my application may be refused if it is incomplete.
* I recognize that applications are approved subject to availability of funds, and that beyond the provision of a grant, the Province of New Brunswick has no further commitment to the applicant. The Province will not be held responsible for the completion of an activity.
* I agree to acknowledge the contribution of the Government of New Brunswick in all publicity related to our activities.
* I agree to invite the program consultant or his/her supervisor to all productions or presentations of the organization, and to provide him/her with free admission to our activities. I certify that this request and the budget submitted with this application have been approved by the Board or by its Executive.
* I certify that I have signing authority for the above-named organization, and that, to the best of my knowledge, the information provided with this application is accurate. I agree to provide the Department with a full report of the completed activities, including financial statements.

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| --- | --- | --- |
|  |  |  |
| Name: | Signature: | Title: |
| Date: |  |  |