**CORE SUPPORT PROGRAM**

**Production / Presentation**

**Parts 2 - 4**

Department of Tourism, Heritage and Culture

**Core Support Category B**

**SMALL PROFESSIONAL PRODUCTION / PRESENTATION ORGANIZATIONS**

**2022-2025**

**MULTI-YEAR APPLICATION REQUIREMENTS – PARTS 2 TO 4**

**Category B - Maximum grant: $25,000**

**Application Deadline: March 7th, 2022**

**Part Two: Budget and Statistical Narrative**

**Please ‘save as’ and submit this form electronically labelled as follows:**

**CorePP – B.2 Budget Notes [Name of Organization]**

In addition to completing the CADAC financial forms, your organization must also submit a one-page summary with the above label responding to the following questions:

1. Within this funding cycle (2022-2025) please share, in as much detail as possible, your organization’s financial management plans for COVID-19 recovery and future development.
2. Provide a one-line explanation of significant variances (greater than 15%) from one year to the next in all line items in which they occur (excepting project grant line items).

**Part Three: Description of Activities**

**Please ‘save as’ and submit electronically with the following label:**

**CorePP – B.3 Description [Name of organization]**

Please refer to the evaluation criteria listed in Program Guidelines for direction on how to address questions in the following section.

The page limit for *Part Three: Activity Report is*

**five pages maximum in Arial 11-point font with .75 inch margins*.***

Jury **will not** read beyond five pages.

1. **General and Contextual Information (one page maximum)**

Describe your organization, highlighting significant events that have contributed its development. Please include:

* the mandate, mission and objectives of your organization;
* links to your organization’s website and social media platforms, highlighting quality of content and significant activity;
* a brief history of your organization (date of establishment, major milestones and achievements);
* the cultural context of its membership or community and how your organization is positioned to meet the needs of the sector(s) it serves and;
* the roles of permanent staff, including full and part-time and levels of remuneration.

1. **Description of Activities (four pages maximum)**

This section provides jurors with a perspective on the work accomplished by your organization. **The points below are suggestions regarding what you may wish to emphasize in your narrative.** Limit your description to key activities from the previous three years. Highlight activities that relate to the evaluation criteria.

**B.1. Organizational Health**: *Briefly describe the overall management and health of your organization, including its:*

* strategic plan and how progress is measured and evaluated;
* programming impact: tracking attendance and/or participation; audience or member feedback; community in-kind support and/or financial investment;
* current challenges and/or strengths related to human resources and ability to act on its mandate;
* support of New Brunswick professional and emerging artists, including payment of professional fees in keeping with established guidelines.

**B.2. Program Excellence**: *Describe current and future programming as far as it is planned. Please elaborate on how your work contributes to the arts including:*

* artistic vision and how key programming furthers that vision;
* contributions to community development, including efforts to foster inclusivity and engage under-served segments of society;
* roles of professional artists in your programming and levels of remuneration;
* innovative programming, strategic partnerships and/or initiatives that you are proud of;
* assessment of and response to the unique needs of your community;
* ability to adapt/pivot programming in the face of unprecedented challenges, such as Covid-19.

**B.3. Audience and Outreach**: *Please describe outreach and audience development efforts and achievements, including your organizations:*

* target audience(s) – i.e. youth, seniors, indigenous, marginalized groups;
* quality of web presence and interaction, including regularly updated social media channels and websites, and use of web metrics;
* contribution to the education and/or social development of audiences or communities;
* contribution to better understanding of the artistic discipline or subject matter;
* plans to grow or diversity target audience(s) through research, evaluation, and strategic partnerships;
* efforts to improve access, increase inclusivity and engage under-served segments of society;
* recent exporting or touring activities.

**Part Four: Addenda (Support Documentation)**

Please ‘save as’ and submit electronically with the following labels:

*CorePP-B.4* *Add Articles of incorporation* - *ONLY first-time applicants*

CorePP-B.4 Add 1 Board\_OrgName

CorePP-B.4 Add 2 Programs\_OrgName **Required**

CorePP-B.4 Add 3 Reports\_OrgName

CorePP-B.4 Add 4 [Type]\_OrgName

CorePP-B.4 Add 5 [Type]\_OrgName **Optional**

CorePP-B.4 Add 6 [Type]\_OrgName

**No more than six addenda will be forwarded to jurors.**

All addenda must be labelled as indicated and forwarded electronically.

**Articles of Incorporation (required for first-time applicants only)**

* Attach the documents of incorporation and by-laws to the application.

**Addendum 1: Board Composition (required)**

* Provide a list of Board members, their roles and expertise in addition to explaining your approach for recruiting members.
* Highlight activity level of the Board, including regularity of meetings and participation, as well as indicate number of Board members who identify as members of equity-seeking groups. You are encouraged, when applicable and comfortable, to highlight the diversity of your Board.

**Addendum 2: List of Programs (required, maximum two pages)**

Please provide a list of primary service areas, and major programs, events, symposia, educational and outreach programs from:

* the previous and current years (2020-2021, 2021-2022);
* years of the operating grant (2022-2023, 2023-2024, 2024-2025) as currently planned.

**Addendum 3: Audited Financial Statement and Annual Report (required)**

**Note:** For arts organizations with annual budgets below $300,000, an annual financial report approved by the Board is sufficient.

* Please provide your most recent audited financial statement and annual report.

**Addenda 4 to 6: (Optional)**

**Please number and label the addenda as described above. Only Addenda #1 - #6 will be forwarded to the jurors who are only required to review up to 4 pages of each addendum. All addenda are required to be submitted electronically.**

*Only submit up to four pages of each addendum. Examples of optional addenda include:*

* a completed strategic plan (Executive Summary preferred);
* reviews, articles or program recognition from the past three years;
* programs or publications;
* a marketing plan (Executive Summary preferred);
* a page of web links (maximum 3 links) that relate to your organization’s programs;
* other (please specify).

**Application Checklist**

Your electronic submission documents must be labelled and submitted as per the following example:

* CorePP-B.1 Form\_ OrgName
* CorePP-B.2 Budget Narrative\_OrgName **REQUIRED**
* CorePP-B.3 Description\_OrgName (Max 5 pages)
* *CorePP-B.4 Articles of Inc.\_OrgName*  **-** *ONLY first-time applicants*
* CorePP-B.4 Add 1 Board\_OrgName
* CorePP-B.4 Add 2 Programs\_OrgName **REQUIRED**
* CorePP-B.4 Add 3 Report\_OrgName
* CorePP-B.4 Add 4 StratPlan\_OrgName
* CorePP-B.4 Add 5 Articles\_OrgName **OPTIONAL**
* CorePP-B.4 Add 6 WebLinks\_OrgName

**Please send your application (Part 1, Parts 2-4) and supporting documents via email to:** [culture@gnb.ca](mailto:culture@gnb.ca)

For emails larger than 9MB, please send via Dropbox.