**Core C**

**Community Cultural Centers**

**Parts 2 - 4**

Department of Tourism, Heritage and Culture

**Core Support Program Category “C”**

**Community Cultural Centres**

**2019-2022**

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

**Category “C” – Maximum: $30,000**

**Application Deadline: April 26, 2019**

**Part Two: Budget and Statistical Narrative**

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

**CorePP – C.2 Budget [Name of Organization]**

In addition to completing the CADAC financial forms, organizations must also submit a page with the above label provided responding to the following questions:

1. Indicate changes to the amount of the accumulated deficit OR surplus.
   1. Provide a brief explanation of variances in the organization`s year-end financial results (greater than 10% of total revenues) from one year to the next.
   2. Comment on the current financial situation of the organization, indicating how plans to use the accumulated surplus or manage the accumulated deficit, if applicable[[1]](#footnote-1).
2. Provide a brief explanation of significant variances (greater than 15%) from one year to the next in all other line items in which they occur (excepting project grant line items).
3. Identify the total fees paid to professional artists, outside of those to staff or the Centre Director.
4. Submit any other budget notes related to your financial or statistical forms that may enhance or contextualize your application.

**Part Three: Description of Activities**

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

**CoreC.3 Description [Name of organization]**

The evaluation process focuses on the merit of the applications and supports organizations whose mandate, activities, history with the program, and/or level of growth position them to respond to the [Cultural Policy of New Brunswick](http://www2.gnb.ca/content/dam/gnb/Departments/thc-tpc/pdf/Culture/2014CulturalPolicy.pdf).

Applicants will be assessed along three assessment areas which are:

1. Organizational Health;
2. Program Excellence; and
3. Cultural Policy Alignment

Please describe recent, current and proposed activities under the headings provided below.

The total page limit for Part three: Description of Activities is

***five pages maximum using Arial 11 point font and .75 inch margins.***

Jurors are not required to read beyond five pages.

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

Describe the organization taking into account the points below.Highlight significant events that have contributed to the development of the organization.

* The mandate, mission and objectives of the organization;
* A brief history of the organization (date of establishment, major milestones and achievements);
* Any other relevant information related to its establishment;
* The cultural context of its membership or community and how the organization is positioned to meet the needs of the sector(s) it serves. (This may be further elaborated in the narrative below); and
* The roles of permanent staff, including full and part-time.

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

This section provides jurors with a perspective on the work accomplished by the organization. The points below are suggestions regarding what you may wish to emphasize in your narrative. Your description should be limited to key activities of the previous and current year. Highlight activities that relate to the evaluation criteria.

1. **Organizational Health**: *Briefly describe the overall management and financial health of the organization.*

**The following are examples of information that may be provided**:

* How the organization evaluates the impact of its programs: tracking attendance and/or participation; audience or member feedback; community in-kind support and/or financial investment;
* Plans to strategically grow the organization’s artistic content, programs and excellence;
* Human resources and any successes or challenges faced in this area;
* The organization’s strategic plan and how progress is measured and evaluated;
* The organization’s strengths and challenges as they relate to its mandate and unique role within the community;
* How the organization supports New Brunswick professional and emerging artists, including payment of professional fees in keeping with established guidelines.

1. **Program Excellence**: *Please elaborate on the performance and merit of the organization and how your work contributes to the arts discipline(s). Describe current and future programming as far as it is planned.*

**The following are examples of information that may be provided**:

* The organization’s artistic vision and how its key programming furthers that vision;
* The organization’s contributions to community development, including efforts to foster inclusivity and engage under-served segments of society;
* The roles of professional artists in your programming;
* The innovative, boundary pushing, strategic partnerships and/or initiatives that set the organization apart;
* How the organization asses and responds to the unique needs of its community.

1. **Cultural Policy Alignment:** *Please elaborate on the organization’s contributions to New Brunswick’s cultural sector and infrastructure.*

* Using New Brunswick’s cultural policy [**Creative Futures**](http://www2.gnb.ca/content/dam/gnb/Departments/thc-tpc/pdf/Culture/2014CulturalPolicy.pdf) as a guide, indicate which of the policy’s goals and objectives the organization most advances. Please limit the description to a maximum **five goals and/or objectives.**

<http://www2.gnb.ca/content/dam/gnb/Departments/thc-tpc/pdf/Culture/2014CulturalPolicy.pdf>

Note: When applicable, organizations must be registered with the NB Cultural Facilities Inventory. For more information to determine criteria,visit <http://nbcfs-sicnb.gnb.ca/en/>

**Part Four: Addenda**

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

*CoreC4. Articles of incorporation* *- ONLY first-time applicants*

CoreC4. Add 1 Board\_OrgName

CoreC4. Add 2 Artists\_OrgName **Required**

CoreC4. Add 3 Reports\_OrgName

CoreC4. Add 4 [Type]\_OrgName

CoreC4. Add 5 [Type]\_OrgName **Optional**

CoreC4. 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)**

* If you are applying for the first time, attach the documents of incorporation and by-laws to the application.

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

* Provide a list of Board members and their roles, and explain the approach for recruiting Board members.

**Addendum 2: Professional Artists and Contracted Cultural Workers (required)**

* Indicate the names of, and number of professional artists and/or other professional cultural workers (i.e., curators, directors, producers, technical or other professional artistic contractors) engaged throughout the year and your standards of compensation.

**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.

* For the most recent completed fiscal year only.

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

*Only submit up to four gages of each addendum.*

* A recently completed strategic plan (Executive Summary preferred).
* Reviews, articles or program recognition for the past year only.
* Posters, programs, publications.
* A marketing plan (Executive Summary preferred).
* A page of web links (maximum 3 links) that relate to the organization’s programs.
* Other (please specify)

**Application Checklist**

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

* CoreC.1 Form\_ OrgName
* CoreC.2 Budget Narrative\_OrgName **REQUIRED**
* CoreC.3 Description\_OrgName (Max 5 pages)
* *CoreC.4 Articles of Inc.\_OrgName*  *- ONLY first-time applicants*
* CoreC.4 Add 1 Board\_OrgName
* CoreC.4 Add 2 Artists\_OrgName **REQUIRED**
* CoreC.4 Add 3 Report\_OrgName

OPTIONAL (EXAMPLES only)

* CoreC.4 Add 4 StratPlan\_OrgName
* CoreC.4 Add 5 Articles\_OrgName
* CoreC.4 Add 6 WebLinks\_OrgName **OPTIONAL – (MAXIMUM 3)**

**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 10 MB, please send in multiple emails or send via Dropbox.

1. Organizations are not penalized for accumulated surpluses provided there is a sound rationalization for their use (i.e., they would be carried forward for a future project, maintained as a contingency fund against future expenditures, invested into an endowment, etc.) All accumulated deficits must be addressed in the narrative. Deficits greater than 15% must be accompanied by a deficit reduction plan. [↑](#footnote-ref-1)