**Core B**

**Service**

**Parts 2 - 4**

Department of Tourism, Heritage and Culture

**Core Support Program, Category B**

**SMALL ARTS SERVICE 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:**

**CoreService – 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:**

**CoreService – 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: Description of Activities* is

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

Jurors **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.** **Quality of Services:** *Describe how your organization supports professional artists and arts organizations, including your:*

* activity for the current and coming years, highlighting milestone activities or events;
* services that support artists and/or the arts;
* current challenges and/or strengths related to the quality of services offered;
* strategic partnerships undertaken to help achieve your goals;
* enhancement of the conditions for artists in the sector (e.g. advocates on behalf of artists, contributes to community understanding of the role of artists and the arts);
* ability to adapt/pivot services in the face of unprecedented challenges, such as Covid-19.

**B.3.** **Membership Development**: *Describe how your organization develops, maintains, and manages membership, including:*

* member services;
* recruitment, prompt communication, database management and membership retention;
* professional development and networking opportunities provided to staff, board, membership or stakeholders;
* inclusion of membership in the development of your programs.

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

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

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

CoreService-B.4 Add 1 Board\_OrgName

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

CoreService-B.4 Add 3 Reports\_OrgName

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

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

CoreService-B.6 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:

* CoreService-B.1 Form OrgName
* CoreService-B.2 Budget Narrative\_OrgName **REQUIRED**
* CoreService-B.3 Description\_OrgName
* *CoreService-B.4 Articles of Incorporation*  *- ONLY first-time applicants*
* CoreService-B.4 Add 1 BoardStaff\_OrgName
* CoreService-B.4 Add 2 Programs\_OrgName **REQUIRED**
* CoreService-B.4 Add 3 Reports\_OrgName
* CoreService-B.4 Add 4 StratPlan\_OrgName
* CoreService-B.4 Add 5 Weblinks\_OrgName **OPTIONAL**
* CoreService-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.