

**Arts Development Branch Programs**

**Provincial Community Arts Organizations**

**Deadline for application: April 15**

**HOW TO COMPLETE THE APPLICATION FORM:**

- ⇒ **Review** the **Information Sheet** for this program and answer questions completely.
- ⇒ Complete the form based on the activities of **your previous financial year**.
- ⇒ Provide details on the **current** or **upcoming season** and a **budget for your programming** for the upcoming year (the year for which you are applying).
- ⇒ Enclose a **financial statement** of last year's activities.

PROVINCIAL COMMUNITY ARTS ORGANIZATIONS must use this application form to apply for financial assistance.

**1. General Information**

LEGAL NAME OF ORGANIZATION:		
TELEPHONE:	FACIMILE:	E-MAIL:
MAILING ADDRESS:		
CITY/TOWN:	POSTAL CODE:	
CONTACT PERSON:		TELEPHONE (RES.):
POSITION:		TELEPHONE (WORK):

**THIS SECTION FOR OFFICE USE ONLY**

Date received:		Date application complete:		Recommended:		Refused/Disqualified:	
Program Officer:		Recommended Amount:		Date:		Date:	
Approved by:			Amount:				
Authorized by:			Amount:				
Activity:		Comments:					
Accounting Code:							

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only

## 2. Infrastructure and Operations

### Staff

Calculate the number of hours worked by all personnel receiving remuneration from your organization annually (including paid holidays). (Ex. 3 hours per week x 52 weeks.) \_\_\_\_\_

Divide the number of hours by 2,000 = \_\_\_\_\_ F.T.E.s (full-time equivalents)

Eligible F.T.E.s (see 4.1 Note on Information Sheet) \_\_\_\_\_ x \$20,000 \_\_\_\_\_(a)

### Maintenance Costs

Enter the maintenance costs incurred by your organization. These include such costs as rent, heat, electricity, maintenance, etc. \_\_\_\_\_(b)

### Operating Costs

Enter the costs incurred by your organization for its general operation. These include administrative and communication costs, office supplies, etc. \_\_\_\_\_(c)

SUB-TOTAL: (a) + (b) + (c) = \_\_\_\_\_ x 25% \_\_\_\_\_(d)

Eligible maximum amount: \$10,000 \_\_\_\_\_

## 3. Execution and Production

### Activities

Please list your organization's activities (e.g. workshops, membership meetings and public events) involving the public or your general membership over the past year. (Please indicate on a separate sheet the nature, the location, and the attendance figures for each activity.)

### Total Cost

Total cost of activities and events (excluding staff salaries (a), maintenance costs (b), and operating costs (c): \_\_\_\_\_(e)

SUB-TOTAL: (e) \_\_\_\_\_ x 25% \_\_\_\_\_(f)

Eligible maximum amount: \$10,000 \_\_\_\_\_

## 4. Promotion and Revenue-Generating Activities

### Revenues

List the revenues from the following sources:

1. Box office/admission (including subscriptions and workshop fees) \_\_\_\_\_
2. Revenue from non-government sources (corporations, individuals, foundations, membership fees) \_\_\_\_\_
3. Advertisements in the organization's pamphlets and programs \_\_\_\_\_
4. Net revenue from fund-raising campaigns \_\_\_\_\_
5. Sales of performances and/or programs produced elsewhere \_\_\_\_\_
6. Rental of premises, materials, and equipment to other organizations \_\_\_\_\_
7. Concessions, bars, coatchecks \_\_\_\_\_
8. Fair market value of gifts in kind (billeting, printing services, etc.) \_\_\_\_\_
9. Assigned value of volunteer time contributed (rated at \$10/hour) \_\_\_\_\_(g)

### Total Revenue:

SUB-TOTAL: (g) \_\_\_\_\_ x 25% \_\_\_\_\_(h)

Eligible maximum amount: \$7,500 \_\_\_\_\_

## 5. Financial Statements

Enclose a financial statement for your last complete fiscal year and a budget for the coming year.

Enter your total revenues and expenses below:

	This year's budget	Last year's statement
<b>Expenses</b>	\$ _____	\$ _____
<b>Revenues from all sources</b>	\$ _____	\$ _____

## 6. Declaration

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 disqualified 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 Department in all publicity related to our activities.

I certify that this organization is based in New Brunswick, 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 if requested.

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NAME:

POSITION:

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SIGNATURE:

DATE:

## 7. Applicant's Guide and Checklist

Did you include:

- Programming plans for the coming year?
- A complete budget of expenses and revenues for the coming year?
- A financial statement for the past year (audited statement required if the organization's annual operating budget exceeds \$100,000)?
- A list of current board members?
- A copy of the constitution or letters of incorporation (if this information is not already on file at the Arts Development Branch)?

# Please Note

### Final Allocation:

Although you may be eligible for the maximum amount, the actual level of funding you receive will be based on the availability of funds in the Arts Development Branch budget as well as on the past management and financial history of your organization.

### Please send this completed form to:

Arts Development Branch  
Department of Wellness, Culture and Sport  
P.O. Box 6000  
Fredericton, NB  
E3B 5H1

Telephone: (506) 453-2555 Fax: (506) 453-2416 E-mail: [artsnb@gnb.ca](mailto:artsnb@gnb.ca)

**Arts Development Branch Programs**

**Provincial Community Arts Organizations**

**Deadline for applications: April 15**

**1. Program Objectives**

The purpose of the program is to enable the Arts Development Branch to work with New Brunswick's provincial community arts organizations in order to encourage them to increase production in the arts in the province, manage their finances responsibly, and develop economic initiatives that lead to self-sufficiency.

Accordingly, its general objectives as follows:

- to help New Brunswick organizations that develop the arts and craft throughout the province;
- to increase the production and dissemination of quality New Brunswick works of art and craft.

**2. Eligibility**

**2.1. Who may apply?**

An organization may apply under this program

- if it is a PROVINCIAL COMMUNITY ARTS ORGANIZATION operating in New Brunswick that encourages, promotes, presents, plans, or develops arts- or craft-related activities throughout the province;
- if it is an umbrella organization for LOCAL COMMUNITY ARTS ORGANIZATIONS throughout the province; and
- if it is established in New Brunswick and holds at least one event per year that is open to the general public or its membership at large.

NOTE:

Commercial and recreational organizations are not eligible.

**3. Funding Available**

Grants are for operating costs only. Maximum of \$25,000.

Although an organization may be eligible for the maximum amount, the actual level of funding received will be based on the availability of funds in the Arts Development Branch budget as well as on the past management and financial history of the organization.

When an application is approved, the organization will receive an installment grant of 75% of the approved allocation. The remaining 25% will be forwarded upon receipt and approval of the financial and programming reports.

NOTE:

Provincial organizations funded under this formula are not eligible for additional funds (such as project grants) under programs for community cultural development; however, they may be eligible for

other Arts Development Branch programs, such as the New Brunswick- Québec Cooperation Agreement.

**4. Funding Procedure**

A recognized PROVINCIAL COMMUNITY ARTS ORGANIZATION is eligible to receive a total contribution not exceeding \$25,000 per year, under the following three categories:

**4.1. Infrastructure and Operations**

25% of eligible costs, up to \$10,000.

The purpose of this category is to support infrastructure, i.e., the administrative structure and professional expertise that ensure the organization's operational stability.

Grants are calculated on the basis of fixed costs, including administration expenses, communication services, maintenance and operating costs, and the salaries of the organization's full- and part-time staff.

NOTE:

An organization may claim up to a maximum of one full-time employee. Organizations with several part-time employees may calculate their total hours worked and claim the maximum of one F.T.E. (one full-time equivalent).

**4.2. Execution and Production**

25% of eligible costs, up to \$7,500.

Grants are based on the total cost of the organization's activities, such as arts festivals and fairs, conferences, workshops, and annual general meetings.

**4.3. Promotion and Revenue-Generating Activities**

25% of eligible revenues, up to \$7,500. The Department matches 25% of dollars earned through the previous year's activity.

The purpose of this category is to encourage community arts organizations to promote themselves, their activities, and the work of their members.

Grants are based on the organization's ability to generate revenue from outside sources, thus recognizing and rewarding efforts to raise operating funds apart from government grants.

Allowable revenue sources in this category include:

- gate receipts and registration receipts from the organization's arts events, such as festivals, fairs, exhibitions, workshops, and conferences;
- revenue from non-government sources, such as donations from private individuals, corporations, or foundations (including income from endowment funds set up by the organization);

- revenue from advertisements in the organization's brochures, pamphlets, posters, and programs;
- net revenue from fund-raising campaigns;
- membership fees;
- touring revenue (sales of shows);
- rental of premises, materials, and equipment to other organizations;
- fair market value of gifts in kind (billeting, donated printing services, etc.);
- volunteer time contributed (rated at \$10 per hour).

#### **5. Documentation**

Complete the application form, including all the information necessary for its evaluation:

- programming plans for the coming year;
- a complete budget of expenses and revenues for the coming year;
- a financial statement for the past year (audited statement required if the organization's annual operating budget exceeds \$100,000);
- a list of current board members; and
- a copy of the constitution or letters of incorporation (if this information is not already on file at the Arts Development Branch).

#### **6. Announcement of Results**

Six weeks after deadline.

#### **7. Note**

In case of disagreement concerning the interpretation of policies and programs, the Department in all cases reserves the right to final interpretation of the intent and implementation of a program.

The Department reserves the right to revise programs at any time without notice.

#### **8. For Further Information**

Arts Development Branch  
 Department of Wellness, Culture and Sport  
 P.O. Box 6000  
 Fredericton, NB  
 E3B 5H1

Telephone: (506) 453-2555

Fax: (506) 453-2416

E-mail: [artsnb@gnb.ca](mailto:artsnb@gnb.ca)