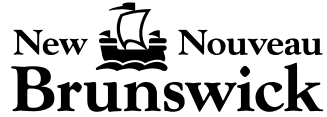


ARTS FESTIVALS PROGRAM

APPLICATION FORM



Department of Wellness, Culture and Sport

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

1. APPLICANT INFORMATION

Festival host organization (applicant): _____

Address: _____

City or town: _____ Postal Code: _____

Contact person: _____ Title: _____

Phone (W): _____ (H): _____

Fax: _____

E-mail: _____

Website: _____

Year of incorporation: _____

Funding requested of this program: \$ _____

2. FESTIVAL DETAILS

Festival name: _____

Location(s): _____

Start date: _____ End date: _____

Web site: _____

How many times has this festival been previously held? _____

How many people were last involved in staging this festival?

Full time (paid): _____

Part-time (paid): _____

Volunteers: _____

Approximately how many people attended the last festival? _____

For the following questions, use separate sheets if additional space is needed.

Describe the festival's **artistic** vision/theme:

When the festival was last held, how was it advertised and who was the intended target audience?

Will this year's festival be advertised any differently? If so, how and why?

If applicable, describe any new initiatives that are being undertaken this year to broaden the appeal of the festival.

Describe any festival events that are specifically designed to appeal to members of the following groups:

Children 12 and under _____

Teenagers _____

Adults _____

Seniors (65 years and over) _____

Please describe any festival events/components that formally educate attendees about the Arts (i.e., workshops, panel discussions, placards, etc.):

The artists who presented at the last festival reside in which of the following locales? Mark all that apply:

Within 100 km of the event _____

Other parts of New Brunswick _____

Other Atlantic provinces/Quebec _____

Other parts of Canada _____

International (list countries)

3. FESTIVAL FINANCING

When the festival was last held, what percentage of its financing came from each of the following sources:

Ticket sales	_____
Merchandise/food sales	_____
Donations	_____
In-kind contributions	_____
Province of New Brunswick	_____
Federal government	_____
Other government	_____
Other (list below)	_____
_____	_____
_____	_____
Total	100%

For this year's festival, how much funding (\$) is being requested of the:

Province of New Brunswick	_____
Federal government	_____
Other government (list below)	_____
_____	_____
_____	_____
_____	_____

4. APPLICANT CHECKLIST

Before this application will be considered for funding, the following information must be submitted to the Arts Development Branch. Please **check off** each item that is being included with this application and **provide approximate dates** by which outstanding documentation will be forwarded:

- This application form with any additional sheets that were used, completed and signed;
- Detailed programming plans for the upcoming festival;
- A list of current Board members, their job titles, employers and phone contact information;
- One of the following for the applicant's (host organization's) last fiscal year, as applicable:
 - i. Financial statements (balance sheet and income statement) if the total expenses for the last festival were \$50,000 or less
 - ii. Independently prepared financial statements (balance sheet and income statement) with an accountant's letter if the total expenses for the last festival were between \$50,000 and \$250,000
 - iii. Audited financial statements (balance sheet, income and cash flow statements) with an accountant's letter if the total expenses for the last festival were \$250,000 or more;
- Financial statements for the last festival (revenues/expenses) unless this information is presented explicitly in the applicant's financial statements;
- A detailed budget forecast (revenues and expenses) for the upcoming festival;
- A copy of the letters of incorporation for first time applicants.

Note: Grants are valid for one year only – there is no automatic renewal. All applications must be submitted by April 1st. Late applications cannot be assured of consideration.

Name: _____

Position/Title: _____

Signature: _____

Date: _____

ONCE COMPLETE, RETAIN A COPY OF THIS FORM AND ANY ACCOMPANYING DOCUMENTATION FOR YOUR RECORDS. SUBMIT THE ORIGINAL TO:

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

Tel: 506-453-2555
Fax: 506-453-2416
E-Mail: Artsnb@gnb.ca
Web: www.gnb.ca (Keyword: Arts)