



ARTS FUND

APPLICATION

AND

GUIDELINES

*Fostering the creative
development of the arts*

ARTS FUND

FUND OBJECTIVE

The Arts Fund supports group projects that foster the creative development of the arts in the Yukon and support the principles of the Yukon Arts Policy. Funding is for arts-focussed projects, including literary, visual or performing arts.

WHAT TYPES OF PROJECTS ARE ELIGIBLE?

Funding assistance will be provided through this program for initiatives that fall outside the realm of existing government programs. You are asked to define your project according to the funding criteria described in this document.

Examples of eligible projects include:

- Festival development
- Special initiatives or activities
- Training
- Facilities activities
- Cultural industries (sector development initiatives)

NOTE: Capital projects (equipment purchases, uniforms, renovations) are not eligible. Applicants are encouraged to contact Lotteries Yukon or the Community Development Fund, administered by the Department of Economic Development, for information on funding for such projects.

WHO MAY APPLY?

The Arts Fund will consider arts-related projects from artist collectives and all other eligible groups considering or undertaking an activity related to the literary, visual or performing arts. Individuals are not eligible to apply. Applicants are encouraged to consult with staff before applying.

- Artist collectives
- Registered non-profit organisations
(must be in good standing at time of application)
- Community associations
- Industry associations
- First Nations
- School councils
- Municipal governments
(where no other group is available to manage the project)
- Individuals may not apply to this fund.

GENERAL APPLICATION CRITERIA

1. If ongoing costs will result from the project, the application must clearly demonstrate the group's ability to cover these ongoing expenses.
2. Yukon government loans must be in good standing (if applicable to the applicant).
3. Any projects previously funded by the Arts Fund must be completed and a final report approved prior to re-applying to the fund.
4. The project should not normally fall under the responsibility of a Yukon government department, municipal authority or federal government.
5. The project should not compete with a local private sector initiative.
6. Applicants are expected to provide an equity contribution.
7. Consideration will only be given to expenses directly related to the project.
8. Project administration expenses will generally not be considered from groups that already receive annual operating funds from the Yukon Arts Funding Programme. Any such expenses should be part of the applicant's contribution to the project.
9. The complete application, with all attachments, must be received by the deadline. Applications submitted by applicants from Yukon communities outside of Whitehorse must ensure that applications are mailed and postmarked by the deadline and the applicant must notify the fund administrator that it has been sent.
10. Funding will be approved once only for each project.
11. Projects should be no longer than one year in duration, and may not begin before the application is approved.

HOW TO APPLY

Applicants are encouraged to contact the fund administrator who can answer questions, make suggestions on how to fine-tune your application and alert you to gaps or deficiencies that require attention before the deadline date.

If you are new to proposal writing, be sure to ask for a copy of the workbook: *Proposal Writing Tips*.

The application should consist of:

1. A detailed project description which addresses application requirements, Arts Fund criteria and Arts Policy Principles (found in this package).
2. A detailed project budget outlining all expenses and revenues for the project.
3. A completed and signed the Cover Sheet (attached).
4. A completed Budget Summary & Statistics form (attached).
5. Any other relevant attachments (letters of support, for example) that support and strengthen your application.

To request electronic copies of the forms, please e-mail the fund administrator.

APPLICATION REQUIREMENTS

Applications may be submitted in writing, should be clear and concise and should briefly address the Arts Fund criteria, the principles of the Yukon Arts Policy and the following considerations:

- Uniqueness of the project opportunity and the objectives the project will accomplish.
- How these objectives will be achieved.
- Who benefits from the project?
- How the project's success will be measured and evaluated.
- What resources and background qualify the applicant to complete the project.
- Project timeline, including start and completion dates.
- Detailed project budget outlining all expenses and revenues related to the project.

ASSESSMENT OF APPLICATIONS AND DECISIONS

Adjudication is by peer-review. Completed project proposals will be reviewed by Arts Section staff in consultation with the Yukon Arts Advisory Council. The Council's recommendations are forwarded to the Minister of Tourism and Culture for final approval.

Normally, applicants are notified of the funding result within 8 weeks of the application deadline. With this in mind, projects should not begin until 8 weeks after the application deadline.

Arts Fund project applications will be assessed on their ability to meet a majority of the following criteria and address the principles of the Yukon Arts Policy:

ARTS FUND FUNDING CRITERIA

- Demonstrated investigation of alternative funding sources.
- Availability of alternative municipal or federal government participation.
- Degree of earned revenue, fundraising or fee for service component(s) of the project.
- Extent and nature of the applicant's contribution.
- Relevance to Yukon arts development and benefits to the Yukon.
- Degree of community exposure and participation.

ARTS POLICY PRINCIPLES

- Appreciation of the value of the artist as the centre of operations.
- Low proportion of administration to production expenses reflected in budgets.
- Multiplicity of funding sources for operations.
- Involvement of communities outside of Whitehorse.
- Meaningful attention to First Nations' access to programs and services.
- Attention to artists at various levels of their development, including youth, community and professional artists.

BUDGET

Estimate and list all expenses and revenues related to the project, including your contribution (cash or in-kind equity), donations and funds from other sources. Indicate whether funds are cash or in-kind and whether they are confirmed or pending a decision.

Provide detail in the budget, showing how the final figures are calculated.

It is helpful if you summarise your overall project budget in the general categories shown on the Budget Summary and Statistics form and listed below.

The summary is a helpful tool for reporting, program evaluation and impact measurements. Please use the form provided to assist with organising this information in a consistent manner.

EXPENSES

- Artistic fees and expenses
- Administration fees and expenses
- Promotion (advertising, posters or programmes)
- Production expenses (venue rental, technical rentals and fees, materials)
- Other

REVENUE

- Earned (fees, tickets, etc.)
- Fundraising (i.e., donations and in-kind contributions)
- Applicant equity
- Other government
- Expenses less revenue ((shortfall on project)
- Applicant cash equity
- SHORTFALL = REQUEST TO ARTS FUND

STATISTICS

Be sure to include an estimate of the following activity/event statistics on the Budget Summary & Statistics form (found in this package). This accommodates program evaluation and impact measurements.

- Audience/public attendance/participation (number)
- Number of events or activities
- Employment (estimate weeks of paid employment)
- Number of volunteers
- Number of volunteer hours contributed

Do not staple the application or use folders. The material you submit will be photocopied, so use only blue or black ink and print on standard 8 1/2 x 11" paper.

AMOUNT OF FUNDING

Applicants may request a maximum of 70 per cent of eligible project expenses. Funding available for the program is limited (the total fund is \$500,000 per year). The Arts Fund receives 50-60 applications per year so the impact of the project should be proportionate to the request.

Funding is competitive. It is anticipated that applications for funding will continue to exceed resources and that there will be more eligible projects than available funds.

Please ensure that your budgets are realistic and that your application clearly demonstrates how your project will meet the program's criteria and priorities.

Generally only one project per applicant may be funded in each fiscal year.

FINANCING AND REPORTING

Successful applicants receive a contribution agreement which outlines the terms of the funding. Upon signing, they may generally request up to 50 per cent of allocated funding immediately, and an additional 40 per cent upon receipt of a cash flow report.

In all cases, a final report and evaluation, including actual statistics and a financial statement listing all actual expenses and revenues for the project is required.

Upon approval of the final report, the remaining 10 per cent of the funding may be paid.

This program information, including application details and downloadable forms, is also available on-line: <http://www.btc.gov.yk.ca/cultural/arts>.

To request 'writable' forms, please contact the fund administrator.

TO APPLY

CONTACT THE FUND ADMINISTRATOR

- in person: #100 Hanson Street Whitehorse
(Visitor Information Centre)
- telephone: toll-free, 1-800-661-0408 ext.3535
In Whitehorse, telephone 667-3535
- e-mail: artsfund@gov.yk.ca
- mail: Arts Fund
Box 2703 (L-3), Whitehorse, Yukon Y1A 2C6
- fax: (867) 393-6456

TO SUBMIT AN APPLICATION

- Applications must be submitted to the fund administrator by 5:00 p.m. on the deadline day.
- Applications mailed from communities outside of Whitehorse must be postmarked on or before the deadline. Please fax or e-mail the completed cover sheet by the deadline and notify the fund administrator that the full application is on its way by mail.
- If a deadline falls on a weekend or holiday, it will be extended to the next business day.

ARTS FUND application deadlines:

March 15
June 15
September 15
December 15

COVER SHEET



Name of project: _____

Please provide a one-sentence description of the project: _____

Applicant/organisation name (if a registered non-profit organisation, please provide complete name):

contact name: _____

position: _____

mailing address: _____

town/city: _____ postal code: _____

physical address (if different from mailing address): _____

telephone: _____ fax: _____

e-mail: _____

What type of organisation are you? (Check one)

- | | |
|---|---|
| <input type="checkbox"/> Community association | <input type="checkbox"/> Industry association |
| <input type="checkbox"/> Municipal government | <input type="checkbox"/> First Nation |
| <input type="checkbox"/> Artist collective | <input type="checkbox"/> School council |
| <input type="checkbox"/> Registered non-profit organisation | |
- (attach a copy of your *Certificate of Good Standing* from Corporate Affairs, do not submit the original)

Amount of funding request \$ _____ Total budget of project \$ _____

Project Start date: _____ Project End date: _____

Declaration of applicant:

We are submitting this application for the purpose of obtaining financial assistance from the Government of the Yukon. The statements herein and in all further submissions in regard to this application are, to the best of our knowledge, true and correct. We submit that, to the best of our knowledge, all aspects of this proposed project will be in compliance with existing municipal, territorial and federal codes, guidelines and laws. We agree to allow representatives of the Government of the Yukon access to the site and premises of the project described in this application, to inspect the books and records, to make inquiries and credit checks, and to obtain all pertinent information necessary to evaluate this application. We understand that all or part of this application may be made available to the public in accordance with the Access to Information and Protection of Privacy Act.

Signature of applicant

Date