

YUKON ARTS FUNDING PROGRAM

APPLICATION & GUIDELINES

DUE: April 30th

Mail applications to:

**Manager, Arts Section
Cultural Services Branch
Department of Tourism and Culture
Government of Yukon
Box 2703 (L-3)
Whitehorse, Yukon
Y1A 2C6**

Or deliver to:

**#100 Hanson Street
Whitehorse, Yukon**

To obtain information or assistance please call the Manager, Arts Section
at 667-5264 or toll free 1-800-661-0408 ext. 5264

I. ELIGIBILITY

Non profit societies primarily engaged in literary, visual or performing arts activities are eligible for the Yukon Arts Funding Program if they meet the following criteria:

- The society is in good standing with the Registrar of Societies for 2 consecutive years prior to the application, AND
- Activities of the society have a Territorial impact (by the numbers of individuals or communities involved), OR
- Activities are recognised for their high calibre impact on an arts discipline, OR
- The society is recognised as an umbrella organisation.

Funding is available for operating costs. Groups with on-going and year round activities requiring support for administration, product development and/or audience development are eligible to apply for operating assistance. All operational and project costs are to be included in the budget information.

II. APPLICATION PROCEDURE

1. Groups are encouraged to contact the Arts Section to determine their eligibility for the Yukon Arts Funding program.
2. Submit completed application by April 30.
3. Ensure that the completed application is signed by the Chair or President of the Board.
4. Include an annual report listing activities conducted over the past year.
 - It is essential to clearly address the Arts Policy principles and any comments received from the advisory council from past funding sessions (these comments are included in the letters sent by form the Arts Section following the funding session).
 - All events should be detailed including fundraising events, workshops, competitions, tours, productions, exhibitions and so on.
 - Provide statistics reflecting number of: events, members, workshops, volunteers, performers, participating artists and audience attendance.
 - List any significant achievements of affiliated artists as a result of your organisation's programming.
5. Include the most recent annual financial statements of your organisation and the current year budget.
6. These application forms are available by e-mail, in hard copy or can be saved onto your diskette for your use. Please make arrangements with the Arts Section. The three pages of the form and guidelines are saved as separate Word and Excel files. Note that the spreadsheet (P.2) is *not* pre-formatted for automatic column calculations.

III. ADJUDICATION & DISBURSEMENT OF FUNDS

1. The grants are adjudicated by the Yukon Arts Advisory Council.
2. Notification of grant awards will be made by letter by June 30th of each year.
3. With this notification there may be a request for a new budget and revised plan of activities reflecting the confirmed grant amount.
4. If an advance is required to cover activities from April to June, groups may request up to 25% of their previous year's grant. Requests for advances must be made in writing to the Manager, Arts Section. Please allow several weeks for payment, as there is a lot of financial material to process within government around March/April - the start of the new fiscal year.
5. All funds will be disbursed upon the receipt of a letter or invoice requesting advances or payment for activities actually completed.
6. All monies must be requested and accounted for by March 20, annually.

IV. HOW TO CREDIT FUNDERS

In order to credit the funding agency, groups are instructed to use the following message on all publicity related to their activities:

"Funding for this project is made possible through the assistance of the Yukon Arts Funding Programme, Department of Tourism and Culture, Elaine Taylor, Minister and with support from the Yukon Lottery Commission."

If logos are used, please include both the Tourism and Culture *Yukon* wordmark and the Lotteries Yukon logo. Please contact the Arts Section for electronic versions of these logos as needed.

V. APPLICATION FORM

The forms, described by section, have been designed with a number of objectives in mind:

1. To provide client groups with an organised format to itemise statistical and program activities. And to provide client groups with an exercise in comparative budget reporting and forecasting.
2. To provide adjudication bodies with a concise overview of a group's total activities including multi-year comparative financial figures.
3. To provide the Arts Section with a mechanism for compiling aggregate statistical information about the arts sector in the Yukon.
4. To provide the Arts Section with a means of evaluating its own effectiveness in stimulating arts activity through its programs and activities.
5. To provide the Arts Section with a comprehensive record of client activities for Government audit purposes.

Section 1 - Applicant Information

Complete the information as requested noting both the name of the organisation as filed with the Registrar of Societies as well as the most commonly used name of the group. The contact person should ideally be the person filling out the application form. **The application must be signed by the Board President or Chair.**

Section 2 - Financial Information

The council is interested in the total activity of your organisation. Complete the information as requested noting:

- a) your last completed year's total budget
- b) your latest projection of the current year's total budget
- c) details of your fiscal (accounting) period
- d) the amount of contribution requested

The Funding History section provides a quick overview of the support your group has received in recent years. If you lack complete records for this section of the form please contact the Arts Section Manager for assistance.

Section 3 – Proposed Program Information

On a separate sheet, provide general narrative comments on your planned activities for the period for which you are requesting funds. We ask that applicants address the priorities of the Yukon Arts Policy in describing their plans:

- An appreciation of the value of the artist as the centre of operations.
- A low proportion of administration to production expenses reflected in budgets.
- Multiplicity of funding sources for operations.
- The 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.

It is important to refer back to any comments you may have received from the Yukon Arts Advisory Council and to address those comments as needed. Refer to letter received re: previous year's funding.

Requests for funding increases must have a clear rationale. What is the increased impact and is there a corresponding increase in projected revenue, beyond Yukon Arts Funding Programme?

Outline details of any major change to your activities that may be planned. Please also indicate your memberships and co-operation arrangements with other organisations in the arts community.

Section 4 - Budget Information

Depending upon your fiscal year end, your application for funding will apply either to your current year or to your next fiscal year. Please circle the year to which the application applies (i.e. either CURRENT FISCAL YEAR or NEXT BUDGET).

Comparative financial information in the columns is requested as follows:

a) LAST YEAR

Provide actual figures from your last completed fiscal year - i.e. the twelve months immediately preceding your current fiscal year. (This column should conform to the expense and revenue information contained on your internal financial statement if your organisation produces one.)

b) CURRENT FISCAL YEAR - two columns

Original Budget: This will be the budget you began your current fiscal year with.

Projected to Yr. End: This will be your revised budget - the budget you are currently working with showing your revised projections to year end.

Note: Smaller organisations may not follow this detailed a budgeting process. Please fill out one or both of the columns as is appropriate for your organisation.

c) NEXT BUDGET

Budget for your next fiscal year - i.e. the twelve month period immediately following your current fiscal year (Note: This column need only be filled out if it is the year to which your application for funding applies or if the projected budget information is readily available).

Section 5 - Personnel Statistics

Please complete as requested. This section is intended to reflect your own statistics and will be used with information from other organisations to compile aggregate information about employment and voluntarism in the sector. It is important to note that artists and others hired for contracts or projects should be included here.

It is recognised that volunteer information may be difficult to ascertain exactly, however, you are encouraged to track and estimate these statistics to the best of your ability. Include regular members, volunteer board members, ongoing volunteers and any project volunteers.

Section 6 - Event Statistics

Complete as requested. This section is intended to reflect your own statistics and to be used with information from other organisations to compile aggregate information about performing, workshop and exhibition activities in the sector.

Note that for these purposes, a festival is considered one event, while a series of 5 concerts or workshops during a season would be 5 events. Include free and ticketed events or public demonstrations.

Section 7 – Reporting Past Year Activities

If you have received funding from this programme before, it is important to refer back to any comments you may have received from the Yukon Arts Advisory Council and address the comments as needed.

We ask that applicants clearly discuss in their reporting how their activities addressed each of the priorities of the Yukon Arts Policy (see Section 3 for list):

Please submit details of the group's activity over the last funding period. Use specific examples of activities (planned or recent) as opposed to general mandate statements to give an accurate picture of your attention to fund guidelines.

Indicate any major change to your activities that may have been planned and reported to the Arts Section on a previous application.

Please also indicate your memberships and co-operation arrangements with other organisations in the arts community.

Section 8 - Attachments

Please use this section as a checklist for the requested attachments to your application.

Section 5 - Personnel Statistics

Please provide data for last fiscal year from _____ to _____.

A. Administrative, production and technical personnel – may include contractors.

1. Number of permanent full-time employees/contractors
2. Number of seasonal full-time employees/contractors
3. Number of permanent part-time employees/contractors
4. Number of seasonal part-time employees/contractors

B. Artistic personnel (director/curator/performers etc.) – may include contractors.

1. Number of permanent full-time employees/contractors
2. Number of seasonal full-time employees/contractors
3. Number of permanent part-time employees/contractors
4. Number of seasonal part-time employees/contractors

C. Volunteers (board and non-board)

Number of volunteers _____ Total volunteer hours _____
 Number of paid memberships _____ Membership fee range _____

Section 6 - Event Statistics

Please provide totals for last fiscal year from _____ to _____

| | | # Events | # Subscrip- tions sold | # Single Tickets sold | # Total Attendance (if different) | % Capacity (based on occupied seats vs. available seats) | (\$) Total Event Revenue (if applicable) |
|---|---------------|-------------|---------------------------------|--------------------------------|--|--|---|
| Performances & Exhibitions | Whitehorse | | | | | | |
| | Yukon | | | | | | |
| | National | | | | | | |
| | International | | | | | | |
| School Performances | Whitehorse | | | | | | |
| | Yukon | | | | | | |
| | National | | | | | | |
| Workshops/Classes | | | | | | | |
| Other-Specify | | | | | | | |
| Total | | | | | | | |

Section 7 – Reporting Past Year Activities

- Address Arts Policy principles.
- It is important to refer back to any comments you may have received from the Yukon Arts Advisory Council and address the comments as needed. Refer to letter received re: previous year's funding.
- Have your past year activities changed significantly from your original plans and budget? Please explain.
- How does your group or organisation co-operate with other groups and organisations in the arts community?

(see [Section 7 - Activities](#) in guidelines for more info.)

Section 8 - Attachments

Please ensure that your application contains the following:

| | | |
|-----------------------------|-------|--------------------------|
| Board of Directors List | _____ | Budget for current year |
| Latest financial statements | _____ | Annual report/Activities |

Please note:

A *budget* is a detailed **estimation** of all your organisation's revenue and expenses over a specified period of time; for Arts Funding purposes it would be the 12 month period to which this funding will be applied, also known as your fiscal year. A surplus budget means that your organisation is anticipating profits, a balanced budget means revenues should equal all expenses, and a deficit budget means expenses will be higher than revenues. Surplus and deficit budgets need explanations; what will be done with the surplus, and if there is a deficit how will it be covered.

A *financial statement* is an accounting statement detailing **actual** financial data for your organisation, including income from all sources, expenses and liabilities as of a set date, usually your fiscal year end.

Financial Statements include a balance sheet and income statement.

The balance sheet reports your organisation's assets and any liabilities against those assets.

The income statement reports the revenues and expenses.

The difference between a budget and an income statement is that your budget is an estimate of your expenses & revenues for a future period whereas the income statement records the actual values for a set time period already passed.