



Alberta  
**Foundation**  
for the **Arts**

Grants to Organizations

# Artists and Education Project Grant *Application*

For help with this application call  
780.427.9968 or toll free 310.0000  
before application deadline.

**Application Deadline: April 1**

**E-mailed, faxed, late or incomplete  
applications will not be accepted.**

**Artists and Education Project Grant Application Form**

***E-mailed, faxed,  
late or  
incomplete  
applications will  
not be accepted***

Name of School \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Website \_\_\_\_\_

School Contact  Ms.  Mr. \_\_\_\_\_

Title \_\_\_\_\_

Telephone \_\_\_\_\_ (residence) \_\_\_\_\_ (business)

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Name of Artist(s) Participating in Activity

Project Start Date

Project Completion Date

If more than one residency project is planned, list the start date of the first residency project and the date the last residency project will be completed.

Requested Grant Amount

*For office use only*

Client Number	Project Number
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**The Authorized School Contact must complete the Applicant Agreement.**

## Applicant Agreement

I **agree** to comply with the following requirements:

- Any funds awarded will be used solely for the purpose for which the grant was approved, unless written permission is obtained from the Foundation to vary this purpose.
- Any funds not so used will be returned to the Alberta Foundation for the Arts.
- I **agree** not to hold the Alberta Foundation for the Arts or its employees or agents responsible should the application or supporting information be lost or damaged.
- I **agree** that the Artists and Education Program Guidelines form part of this application, and agree to be bound by the requirements set out in them.
- I **agree** that the documents requested in the Application Requirements form part of this application.
- I **have reviewed** this application and accompanying documents and, to the best of my ability, confirm that the information contained herein is true and complete in every respect.

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Signature of Applicant (authorized school contact)

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Date

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Title

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Name (type or print)

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**Please note:** the personal information collected using this form is required for the administration of this grant program and collection is authorized under the Alberta Foundation for the Arts Act.

This information may also be shared with Alberta Community Development, which provides consultative and administrative assistance to these grant programs. The information will not be disclosed to any other third parties except as allowed by the Freedom of Information and Protection of Privacy Act.

For further information about this program, and the use of personal information, please contact: Arts Branch, Alberta Community Development 780.427.9968 toll free connection through 310.0000.

## Artists and Education Project Grant Checklist

Name of School \_\_\_\_\_

To be completed and submitted by the school.

- A completed Application Form and signed original Applicant Agreement.
- A detailed project description as in 4.2, including a detailed budget based on a budget template. A separate budget must be included for each proposed residency (maximum of two).
- A signed contract or letter of agreement between the artist and the school.
- A résumé of the artist/organization providing the activity, as in 4.4.

***Please include this checklist with your application.***

## Artists and Education - Budget Template

**Note: this template is provided to assist with project planning, and is meant to demonstrate the scope of the project.**

### EXPENSES

<b>Line A:</b> Total Artist Contract ( <i>as attached</i> )			
<b>Line B:</b> GST if included as part of the Artist Contract			
<b>Line C:</b> Eligible Artist Fee--contract excluding GST ( <i>line A - line B</i> )		=	
<b>Line D:</b> Cost of eligible materials purchased by school as in guideline 3.4 (attach details)			
<b>Line E: TOTAL ELIGIBLE EXPENSES</b> ( <i>line C + line D</i> )			
<b>Line F:</b> other costs of program (expenses not covered by this grant)		=	
<b>Line G: TOTAL COST OF PROGRAM to the school</b> ( <i>line E + line F</i> )			

### REVENUE

Based on the requirements in Section 3 of the Program Guidelines:

<b>Line H:</b> AFA Grant Request based on 50% eligibility ( <i>line E x 50%</i> )		
<b>OR</b>		
<b>Line I:</b> AFA Grant Request based on 75% eligibility ( <i>line E x 75%</i> )		
<b>Line J: AFA GRANT AMOUNT REQUESTED</b> ( <i>line H or I</i> )		
<b>Line K:</b> Other revenue used to fund this project (school contribution, support organization contribution, fundraising, or other income)		
<b>Line L: TOTAL REVENUE</b> ( <i>line J + line K, must equal line G</i> )		

**THE COST OF THE PROGRAM AND THE REVENUE EARNED MUST BALANCE**  
(Line G must be equal to Line L)

**A SEPARATE BUDGET FORM MUST BE SUBMITTED FOR EACH RESIDENCY PROJECT**