

**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.

**PROFESSIONAL ARTISTS ASSOCIATIONS** 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:	
Approved by:		Amount:				Date:	
Authorized by:		Amount:				Date:	
Activity:		Comments:					
Accounting Code:							

## 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: \$10,000total \_\_\_\_\_

## 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, coat-checks \_\_\_\_\_
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
Expenses	\$ _____	\$ _____
Revenues from all sources	\$ _____	\$ _____

## 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.

NAME:

POSITION:

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

## Programs for Professional Artists Associations

### 1. Program Objectives

The purpose of the program is to enable the Arts Development Branch to work with New Brunswick's professional artists associations 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 professional artists associations 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 Professional Artists Association operating in New Brunswick that encourages, promotes, presents, plans, or develops arts or craft-related activities throughout the province;
- If it provides support and services to professional artists, artisans, and arts and craft organizations in the province of New Brunswick.
- 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.
- A professional artists association is an association of professional artists providing promotional, marketing and developmental services for its membership.

#### Duly-constituted organization

A not-for-profit body which has (or is working toward) a constitution:

- Which provides services to a particular and identifiable arts-related community;
- Promotes, plans, organizes, provides, develops and evaluates arts or craft related opportunities at the community level;
- Has bylaws approved by the general membership which are available to the Culture and Sport Secretariat upon request;
- Has a registered membership base;
- Holds an annual general meeting;
- Is financially responsible and submits an annual financial statement to its members;
- Regularly communicates with its members;
- Has a executive/board composed of a minimum of 3 members;
- Holds a minimum of 2 executive/board meetings per year;
- Holds regular elections;
- Elects officers for a finite term renewable to a maximum of 6 consecutive years.

#### A professional artist is:

A individual who:

- Practices an art and offers services in exchange for remuneration as a creator, performer, or director in one or more of the following arts disciplines: theatre, dance, music, visual arts, literary arts, craft, film/video or interdisciplinary;

- Satisfies three of the following criteria, including one of those set out in paragraphs 1, 2, 3 and 4; and, if a writer, also satisfies paragraph (9) below:
  1. The artist receives or has received remuneration for works, notably in the form of sales, royalties, commissions, fees, residuals, grants, or awards that can reasonably be considered an integral part of the income that the artist earns from his/her professional activity;
  2. The artist has made earnings or suffered losses resulting from the exploitation of his/her works and corresponding to the whole of his/her artistic career;
  3. The artist has received tokens of professional recognition from the public or peers, notably honorable mentions, awards, bursaries, or critical attention in the media for his/her work;
  4. The artist has earned a degree, diploma or certificate in fine arts from a recognized institution;
  5. The artist has presented works to the public through exhibitions, performing arts activities, publications, readings, showings, or any other means corresponding to the nature of the works;
  6. The artist is represented by an art dealer, a publisher, an agent, or other similar representative, depending on the nature of his/her activity;
  7. The artist has signed a service contract with a producer;
  8. The artist devotes a reasonable percentage of his/her professional activity to promoting and marketing works, attending auditions, seeking patrons or agents, and other similar efforts, depending on the nature of his/her activities;
  9. The artist, if a writer, has published at least one book with an established publishing house or 40 pages in recognized periodicals or two creative scripts for radio or television broadcast.

NOTE: Commercial and recreational organizations are not eligible.

### **3. Funding Available**

Grants are for operating costs only.

Although an organization may be eligible, 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.

NOTE: Professional Artists Associations funded under this formula are not eligible for additional funds (such as project grants); however, they may be eligible for other Arts Development Branch programs, such as the New Brunswick- Québec Cooperation Agreement.

### **4. Funding Procedure**

A recognized Professional Artists Association is eligible to receive a contribution, under the following three categories:

#### **4.1. Infrastructure and Operations**

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

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

The purpose of this category is to encourage professional Artists associations 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. Deadline**

April 30

## **7. Announcement of Results**

Six weeks after deadline.

## **8. Note**

In case of disagreement concerning the interpretation of policies and programs, the Department of Wellness, Culture and Sport 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.

## **9. For Further Information**

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

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