

**ARTS ORGANIZATIONS AND ASSOCIATIONS
PROFESSIONAL DEVELOPMENT**

APPLICATION FORM



1- PROJECT INFORMATION :

Name of activity: _____
Proposed dates: _____
Grant requested: \$ _____ **For Office Use Only**
Grant approved: \$ _____

2- APPLICANT INFORMATION:

Name of Organization / Association: _____
Incorporated or registered since (if applicable): _____
Contact person: _____ Title: _____
Address: _____
City or town: _____ Postal Code: _____
Telephone (H): _____ (W): _____
Fax: _____ E-mail: _____
Website: _____

3- PROJECT DESCRIPTION:

For Professional Development applicants:

Describe the proposed workshop, seminar or conference, and how it will increase staff efficiency, enhance their professional skills and provide tools to better serve their communities:

Workshop, Seminar or Conference:

Name of Host Organization, School or Conference: _____
Contact person: _____ Title: _____
Address: _____
Province/State: _____ Country: _____
Postal/Zip Code: _____
Telephone (H): _____ (W): _____
Fax: _____ E-mail: _____
Website: _____

Participants:

Person(s) participating in project and their function within the organization:

4- PROJECT BUDGET:

Expenditures:

Registration fees: _____
Per Diem / people / days: _____
Accommodation / people / days: _____
Transportation (airfare, train or bus): _____

OR

15¢ x kilometres: _____
Local transportation (taxi, parking, tolls): _____

Total Expenditures: _____

Revenues:

A- Government contributions: _____
Provincial government: _____
Federal government: _____
Municipal government: _____
Other (specify): _____

B- Other Sources of Revenue:

Financial contribution of applicant organization: _____
Private sector contribution: _____

Total Revenues: _____

Grant Requested: _____ \$

Note: Grant requests through this program cannot exceed 50% of the total eligible budget, to a maximum of \$1,200.

5- 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, and that projects or parts of projects started or completed before application is received will not be funded retroactively.

I recognize that applications are approved subject to availability of funds, and 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 understand that the funds must be used as specified in the application and approved project, and that I will reimburse the funds in the case of a cancelled project.

I agree that my project will be completed by March 15 of the current fiscal year, and a final report will be submitted to the Department after the project is completed.

I agree to acknowledge the financial contribution of the Department in all publicity related to the activities of the proposed project, if applicable.

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.

By signing this document, I understand that contact information on the organization that I represent (name, address, phone and fax numbers, e-mail and the contact person of the organization) may be available upon request to outside individuals or organizations.

I also understand that the grant obtained and the amount awarded becomes public information.

Name: _____ Position/Title: _____

Signature: _____ Date: _____

PLEASE SEND THIS COMPLETED FORM AND OTHER DOCUMENTATION TO:

Arts Development Branch
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 site: www.gnb.ca (Keyword: Arts)

APPLICANT CHECK LIST:

- Completed and signed application form;
- Letter of confirmation from the workshop, seminar or conference organisers indicating purpose of training session;
- Description of proposed workshop, seminar or conference;
- Description, dates and location of event;
- Detailed information on the workshop, seminar or conference, **as provided by the organisers;**
- A complete budget of expenses and revenues, including other sources of potential financial support;
- Profile of applicant (biography, including a list of achievements in the arts).