



CALGARY ARTS DEVELOPMENT AUTHORITY

FESTIVAL ORGANIZATION INTERIM REPORT:

For organizations that received a Festival Operating Grant in 2009 as part of the 2009-2010 Festival Organization grant cycle.

**Paper SAMPLE Form – not to be used for final application.
Online interim report will be available in January 2010**

DEADLINE 4:30 PM FEBRUARY 22nd , 2010

As the City of Calgary's designated arts development authority, Calgary Arts Development provides a service-oriented and responsive set of granting programs that make investments to maximize the artistic and public impact of Calgary's arts organizations and artists. Calgary Arts Development champions the arts as a key driver of the long-term success of our city. We recognize and celebrate the importance of the arts in the lives of all Calgarians, in all parts of the city.

Interim Report Description

The Operating Grant Program invests annually in non-profit organizations with year-round operations driven by an arts mandate. Festival Organizations that received a Calgary Arts Development Operating Grant in 2009 are required to submit a 2010 interim report to be eligible for their 2010 Operating Grant. Eligible organizations will receive the same Operating Grant investment in 2010 as they received in 2009. Organizations may allocate Operating Grant funds to any area of their overall budget.

Full Operating Grant Guidelines and information on the application process is available at:

calgaryartsdevelopment.com/festival_grant

Program Goal

The goal of the Operating Grant Program is to ensure that Calgary arts organizations and artists have the opportunity to flourish in an environment with a stable base of resources.

CHECKLIST OF REQUIRED INFORMATION

1. Organizational information
2. List of Programming for 2009 and current / upcoming year to which the grant will be applied
3. Most recent financial statements
4. Board list
5. Organizational structure
6. Financial and statistical report (CADAC required for large festivals)

1. ORGANIZATION INFORMATION

i. Contact Information

- a. Organization name
- b. Mailing address
- c. Secondary address (if applicable)
- d. Phone / fax / e-mail / web address
- e. Contact information for the person who prepared the application
- f. Contact information for the person responsible for marketing of the organization
- g. Contact for the person responsible for the media relations of the organization

ii. Certification of Accuracy - Statement to be signed by the organization's Board Chair and then up-loaded to the on-line application form. Download the required form from: www.calgaryartsdevelopment.com/festival_grant.

iii. Publicity Statement – A short 25-50 word statement about the organization that can be used for Calgary Arts Development's publicity purposes

iv. Organization's logo – Provide in a .jpg or .gif format.

v. Publicity Images – OPTIONAL – up to 5 images that can be used for Calgary Arts Development's publicity purposes (.jpg or .gif format at least 300 dpi)

- 2. PAST AND UPCOMING YEAR'S PROGRAMMING** Provide as attachments or use the standard form available at: www.calgaryartsdevelopment.com/festival_grant. Include a complete list of the past year's programming – to include all artistic, educational or other programming undertaken by your organization, the associated dates, and locations. Include a complete list of programming for the year in which this operating grant will be applied. Include all artistic, educational or other programming, the associated dates, and locations. Organizations are encouraged to input their current confirmed programming on CalgaryCulture.com, Calgary Arts Development's online arts events calendar and weekly e-newsletter, at www.calgaryculture.com.
- 3. MOST RECENT FINANCIAL STATEMENT** Provide as an attachment. Include the organization's most recent annual financial statement reviewed and signed by two Board members not directly engaged in the preparation of the financial statements.
- 4. BOARD LIST** Provide as an attachment or use the standard form available at www.calgaryartsdevelopment.com/festival_grant. Include a listing of the organization's current Board of Directors indicating roles and length of service for each director.
- 5. ORGANIZATIONAL STRUCTURE** Provide as an attachment. Include the staffing structure of the organization either in chart-form showing reporting relationships, or a description of staff roles and their reporting relationships. Indicate if positions are currently vacant.

6. FINANCIAL AND STATISTICAL REPORT

Festival Organizations with annual operating budgets under \$250,000 are required to download the required statistical and financial forms from: www.calgaryartsdevelopment.com/festival_grant. Complete and upload them to the online grant application

Festival Organizations with annual operating budgets over \$250,000 are required to supply their Canadian Arts Data / Donnes sur les arts au Canada (CADAC)* registry number allowing Calgary Arts Development access to the organization's financial and statistical data. Organizations not currently using the CADAC system will be sent information on how to log-on and complete their financial and statistical forms. The CADAC forms are similar to the forms used in Calgary Arts Development's 2009 Operating Grant Program.

**CADAC (Canadian Arts Data/Données sur les arts au Canada) is a web-based application dedicated to the collection, dissemination and analysis of financial and statistical information about Canadian arts organizations. A joint effort of arts funders across the country, including the Alberta Foundation for the Arts and the Canada Council, CADAC provides a common financial and statistical form process for arts organizations applying for operating grants. Arts organizations making application to multiple funding agencies submit their financial and statistical information in a single format, to a single source. They have access to their own historical data and to reports both on their own organizations and comparisons to all similar organizations in the database.*

We encourage you to contact us directly if you have suggestions on how we can improve our application process.