



CALGARY ARTS DEVELOPMENT AUTHORITY OPERATING GRANT PROGRAM

FESTIVAL ORGANIZATION INTERIM REPORT GUIDELINES

For organizations with a primary purpose to present a stand alone arts festival

The Operating Grant is managed within the mandate and objectives of Calgary Arts Development. As the city's designated arts development authority, Calgary Arts Development provides a service-oriented and responsive set of granting programs 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.

Program Description

The Operating Grant program invests in non-profit organizations with year-round operations driven by an arts mandate, with priority given to organizations that demonstrate high artistic and public impact while maintaining sound operations. Organizations may allocate these funds to any area of their overall budget.

Program Goal

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

Deadline

To be received by Calgary Arts Development no later than:

4:30 PM, Monday, February 22nd, 2010

Application Process

Applicants that received an operating grant in 2009 will be sent a link via e-mail to the online interim report form or may contact Calgary Arts Development to request a link to the form after January 5, 2010.

A printable copy of the Interim Report Form may be downloaded on-line at: calgaryartsdevelopment.com/festival_grant

Contact:

For further information or questions about the

Operating Grant contact

Lauren Simms, Program Coordinator, Granting:

lauren.simms@calgaryartsdevelopment.com

or phone 403-264-5330 x108

Eligibility

Festival Organization Interim Report

To be eligible for this program, the organization must have received a Calgary Arts Development Festival Operating Grant in 2009.

New Organizations

To be eligible for this program, the primary purpose of the organization must be the delivery of a stand-alone arts festival. Calgary Arts Development defines an arts festival as a special event that occurs within a defined limited period of time, with the primary purpose of presenting a multi-faceted, broad-based, celebratory experience, with activities that are primarily artistic in nature (i.e. dance, music, theatre, media arts, film, visual arts and/or literary arts), accessible to the general community and that gather audiences in excess of 100 persons.

Organizations wishing to apply for the first time or organizations returning after not applying in the previous year will be able to apply to the Festival Operating Grant Program in 2011 and must first fill out our online eligibility form at: calgaryartsdevelopment.com/eligibility_form.

To be eligible new organizations must:

1. Be registered as a non-profit society or non-profit company within the Province of Alberta
2. Have year-round operations directed by an arts mandate
3. Have been in operation for at least one full year

The Festival Organization Operating Grant Program is currently on a 2-year grant cycle. New eligible organizations will be able to apply to the Festival Organization Operating Grant Program in the next program intake year 2011.

Ineligibility

Political, trade union or fraternal lodge organizations are ineligible. Calgary Arts Development reviews all potential applicants for eligibility, according to each program's eligibility criteria.

How to Submit an Interim Report

1. Organizations that received a 2009 Festival Operating Grant must follow the link e-mailed to them by Calgary Arts Development to access the online interim report.
2. The completed interim report and submission of any supporting material must be received by Calgary Arts Development no later than 4:30 PM on the deadline date to be considered.
Applicants that have submitted all the required information will be sent an electronic confirmation of receipt of grant application from Calgary Arts Development. Organizations that do not have access to the Internet may request a printed or electronic version of the grant application to fill out and return to Calgary Arts Development by the deadline date.

Assessment

Interim reports will be assessed by CADA staff to ensure that there are no **significant** decreases in each organization's public and artistic impact and/or resiliency. Organization's that are more or less maintaining or increasing their impact and resiliency will receive the same Operating Grant investment in 2010 as they received in 2009. Organizations with significant decrease in their artistic and public impact

and/or resiliency will not be given an extension from their 2009 Operating Grant to 2010.

Calgary Arts Development will provide an opportunity for organizations to be reassessed by submitting a complete Operating Grant application if they do not receive a second year Operating Grant through the submission and staff assessment of their Interim Report in 2010. For more complete details on Operating Grant assessment criteria, please see the Operating Grants Overview of Assessor Roles and Responsibilities posted on our web site at calgaryartsdevelopment.com/assessments

Definitions

Artistic Impact

The quality of the organization's artistic programming and artistic operations.

Public Impact

The quality of the organization's public engagement and participation. Public is defined as any community impacted by the organization including audience, artists, arts professionals and volunteers.

Organizational Resiliency

The ability of an organization to deliver on its mandate as indicated by the organization's practises in stewardship, financial management, planning, and marketing.

Peers

Artists and arts professionals who possess professional experience and knowledge directly relevant to the arts sector.

Community Members

Calgarians with an appreciation for the arts (any discipline) that actively attend arts performances and presentations.

Notification of Results

Organizations completing a Festival Organization Interim Report will be notified of the results of their application in writing by April of each year.

