



CALGARY ARTS DEVELOPMENT AUTHORITY OPERATING GRANT PROGRAM

PROFESSIONAL ORGANIZATION GUIDELINES AND APPLICATION PROCESS

For professional arts organizations with annual operating budgets of \$1 - \$999,000

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 annually 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 grant application form or may contact Calgary Arts Development to request a link to the application form after January 5, 2010. Organizations wishing to apply for the first time or organizations returning after not applying in the previous year must first fill out our online eligibility form at:

calgaryartsdevelopment.com/eligibility_form.

A printable reference copy of the Operating Grant Applications may be downloaded at calgaryartsdevelopment.com/professional_org_grant

Contact:

For further information or questions about applying for an Operating Grant contact Lauren Simms, Program Coordinator, Granting:

lauren.simms@calgaryartsdevelopment.com

or phone – 403-264-5330 x108

Eligibility

Professional Organization Operating Grant

To be eligible for this program, organizations must have an annual operating budget of **less than \$1 million**, based on an average of their last three years of operations. The primary purpose of the organization must be to support, present or produce the work of professional artists*. Organizations that have a festival as a secondary program to their year-round operations should apply through this program.

***Definition of a Professional Artist:**

Calgary Arts Development follows the definition of professional artist as defined by the Canada Council for the Arts: "A professional artist has specialized training in his or her artistic field (not necessarily obtained in an academic institution); is recognized as such by his or her peers (artists working in the same artistic tradition); is committed to devoting more time to the artistic activity if this becomes financially feasible; and has a history of public presentation."

The Operating Grant Program is open to organizations that:

- Operate under an arts mandate**
- Are currently registered as a non-profit organization / corporation / society in the Province of Alberta
- Have been in operation for one full year
- Maintain operations throughout the whole or majority of the year
- Are located within the City of Calgary
- Maintain a majority of activities that support Calgary artists and/or are accessible to Calgary citizens

**In the case where organizations have multiple operation streams, one of which is driven by an arts mandate, eligibility will be determined through an assessment of the scope and level of impact of arts activities within Calgary's arts sector in relation to total organizational revenue sources. This assessment will be completed by Calgary Arts Development staff.

New Organizations

Organizations wishing to apply for the first time or are returning after not applying in the previous year to the Operating Grant Program must first fill out our online eligibility form at:

calgaryartsdevelopment.com/eligibility_form.

To be eligible 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

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 Apply

1. First-time applicants must fill in the online eligibility form at:
calgaryartsdevelopment.com/eligibility_form
2. Newly eligible and returning applicants must follow the link e-mailed to them by Calgary Arts Development to access the online granting application

www.calgaryartsdevelopment.com

3. The completed grant application 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.

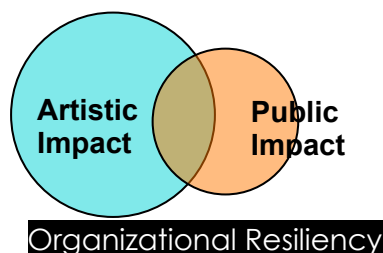
Assessment

Operating Grants will be assessed within the context of the organization's mission, vision and mandate. An arms-length independent assessment panel made up of artistic peers and community members will consider the organization's plan for the year(s) to come (which may be the current year) as well as the organization's achievements during the previous year. For more complete details on assessment criteria, please see the Operating Grants Overview of Assessor Roles and Responsibilities posted on our web site at

calgaryartsdevelopment.com/assessments

Assessment Weighting

Organizations will be competitively assessed by an arms-length assessment panel consisting of peers from the Calgary arts community (primarily) and community members. The assessment criteria weighting for each program is illustrated below.



Assessment 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 practices 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

Applicants will be notified of the results of their application in writing by June of each year.