



Calgary Arts Development Authority (CADA) Operating Grant Program Extension Report

Large, Professional & Community Organization Streams¹

This is a sample of the online extension report. Visit CalgaryArtsDevelopment.com/Operating_Grant to access the online application.

DEADLINE: 4:30 PM, FEBRUARY 15th, 2012

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.

2012 Operating Grant

The funds and allocations for CADA's 2012 Operating Grant will remain consistent with 2011 levels. Therefore organizations currently funded through our Operating Grant Program are unable to request an increase to their 2012 grant. **For this reason, the 2012 Operating Grant will NOT be assessed by an assessment panel of artistic peers and community members.** Organizations previously funded in 2011 can complete an Extension Report to receive the same funding in 2012. For more information, please consult the guidelines listed at CalgaryArtsDevelopment.com/Operating_Grant.

CHECKLIST OF REQUIRED INFORMATION

1. Organization information
2. Artistic impact written statement
3. Public impact written statement
4. Statement of resiliency (for organizations that were flagged for resiliency in 2011)
5. Programming for the previous year and the year in which the grant will be applied
6. Most recent annual audited financial statements
7. Board list
8. Organizational structure
9. Financial and statistical report
10. Most recent annual return for society and non-profit company – proof of filing
11. Certification of Accuracy

1. ORGANIZATION INFORMATION

- i. Contact Information – Returning applicants must update the contact information on the organization's online grant account. New applicants must create a new account with full contact information for the organization and the individual completing the application.
- ii. Mandate and Artistic Mission / Vision of the Organization – (2,000 characters) A short artistic history of the organization.
- iii. Publicity Statement – (2,000 characters) A short statement about the organization that can be used for CADA's publicity purposes.
- iv. Organization's Logo – Provide in a .jpg, .gif, or .png format.
- v. Publicity Images – OPTIONAL – Up to 5 images that can be used for CADA's publicity purposes (.jpg or .gif format, 300 dpi).

WRITTEN INFORMATION SECTION: ARTISTIC AND PUBLIC IMPACT*

CADA values the unique artistic and public impact that each organization brings to our city. The written section below is intended to provide an opportunity to communicate the organization's artistic and public impact as it relates to achieving its mandate and goals. The purpose of this section is to capture and document conversation around the organization's ability to achieve its own goals, the effect and resonance of the organization's artistic voice within its discipline, and the effect and strength of the organization's relationship with the public.

The points listed in this section are suggested areas to expand on. CADA understands that public and artistic impact are not separate within the operations of any organization; organizations may wish to reference Public Impact points within the Artistic Impact section and vice versa. Please write about any area that you feel best communicates the strength of the organization's artistic and public contributions beyond the suggested areas.

*For the purposes of the 2012 Extension Report, it is acceptable to provide an updated 2011 Artistic & Public Impact Statement including any relevant new developments.

TIPS:

- i. **Include specific references to the artistic and public impact of the program plans outlined in the grant application's programming list.** Drawing from specifics about the programming of the organization helps bring the application to life and creates a deeper understanding of the organization for the assessors.
- ii. **Be clear and transparent about organizational challenges and opportunities.** This may include reflecting on recent critical learning experiences of the organization that influenced a change in direction such as major staff change or deficit reduction, etc. Demonstrating the organization's ability to learn and adapt is as important as demonstrating other successes.
- iii. **Start early and ask us for help.** Please do not hesitate to call CADA to discuss the written section. The CADA team is pleased to work with each organization to provide clarity and respond to any questions.

2. ARTISTIC IMPACT SECTION (maximum 8,000 characters)

"Artistic Impact" is defined as the quality of the organization's artistic programming and artistic operations.

This section is about your organization's creation, presentation and engagement activities as well as the internal working artistic practices of your organization.

Include a description of the organization's programming and creation of work over the past year and plans for the proposed one year period (including the current year). If the organization has been involved in any of the areas listed below, please provide a brief overview of the work in these areas:

- i. Working practices that enrich the organization's ability to program and create. Examples include collaboration, program expansion/creation of new programs, increased artistic participation, etc.
- ii. Any professional development of participant artists, staff and/or key volunteers. Examples include workshops, classes, formal education opportunities, mentorships, etc.
- iii. Generating sustained artistic dialogue between audience and/or creators and programmers. Examples include discussions, workshops, audience engagement events, etc.

3. PUBLIC IMPACT SECTION (maximum 8,000 characters)

- "Public Impact" is defined as 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.

This section is about the effects of your organization on your constituents such as audience members, volunteers, supporters and the general community.

Include a description of the organization's public engagement and participation over the past year and plans for the proposed one-year period:

- i. The current and planned organizational efforts to enhance **accessibility**. Examples include programming in different locations or times to enable access to different audiences, affordability of ticket prices, etc.
- ii. The current and planned organizational efforts to strengthen and grow **awareness**. Examples include marketing and communications to existing and new audiences, attempts to grow the cultural, physical and/or social diversity of your audience, etc.
- iii. The current and planned organizational efforts to involve the public **as active participants**. Examples include efforts to build and enhance participation from artists, volunteers, sponsors/supporters, audience, etc.
- iv. If education forms part of the organization's mandate and/or goals, expand on the organization's current and planned efforts to involve the public as participants in **educational programming**. Examples include classes, lectures, formal partnerships with schools, workshops, professional development programming, etc.

4. STATEMENT OF RESILIENCY (For organizations that were flagged for resiliency in 2011 – 4,000 characters) Provide an update addressing the concerns on the resiliency of the organization outlined by CADA staff in 2011. Organizations flagged for resiliency should have received notes from the meeting between a representative of their organization and CADA staff. Organizations missing these notes can contact CADA to receive a copy.

5. PROGRAMMING LIST (6,000 characters) Provide a brief description of the activities of the organization for the previous year/season and the year/season in which the organization is applying.

The description should include the following details about each individual activity:

- o Name of activity (if there is one)
- o Date(s)
- o Location/venue (proposed or actual)

Include all artistic, educational or other programming undertaken by the organization as well as the associated dates and locations. Organizations are encouraged to submit their current confirmed programming to CalgaryCulture.com, CADA's online arts events calendar and weekly e-newsletter.

Note: If a program or document that outlines the activities of both the organization's previous year/season and the year/season in which the organization is applying already exists, please feel free to upload that preexisting document.

- 6. MOST RECENT FINANCIAL STATEMENT** Provide as an attachment. If the organization is annually audited, provide the most recent annual audited financial statement for the organization signed by the auditor(s). If the organization is not annually audited, provide the organization's most recent annual financial statement **reviewed and signed by two board members** who are not directly engaged in the preparation of financial statements.
- 7. BOARD LIST** Provide as an attachment or use the standard form available at CalgaryArtsDevelopment.com/Operating_Grant. Include a list of the organization's current board of directors indicating roles and length of service for each director.
- 8. ORGANIZATIONAL STRUCTURE** Provide as an attachment. Include the staffing structure of the organization either in chart form showing reporting relationships, or as a description of staff roles and their reporting relationships. Indicate if positions are currently vacant and whether or not they are volunteer or paid positions.
- 9. FINANCIAL AND STATISTICAL REPORT**
Download the required forms from CalgaryArtsDevelopment.com/Operating_Grant. Complete and upload to the online grant application.
- 10. MOST RECENT ANNUAL RETURN FOR SOCIETY AND NON-PROFIT COMPANY – PROOF OF FILING**
A copy of the organization's most recent proof of filing from Alberta Corporate Registries
- 11. CERTIFICATE OF ACCURACY**
Statement to be signed by the organization's Board Chair and then uploaded to the online application form. Download the required form from CalgaryArtsDevelopment.com/Operating_Grant.

We encourage applicants to contact CADA directly with questions and/or suggestions on how we can improve our extension report process.

Phone: 403-264-5330

Email: Grants@CalgaryArtsDevelopment.com

ⁱ **Large Organizations** – professional organizations with annual operating budgets of \$1 million or greater.

Professional Organizations – professional organizations with annual operating budgets of \$1 – 999,000

Community Organizations – arts organizations that primarily engage non-professional artists or volunteer professional artists.