



## **GUIDELINES FOR SPECIAL PROJECT FUNDING**

### **APPLICATION DEADLINES:**

January 2 / May 1 / October 1

If the deadline falls on a weekend or statutory holiday we will accept applications the following business day. Grant results are normally announced within 6 - 8 weeks.

### **A. PROGRAM DETAIL**

The purpose of the Special Projects Grants Program (formerly Impresario Program) is to encourage the development of special projects in the visual, performing and literary arts which will enlarge and enhance the Calgary public's awareness of, and appreciation of, those arts. These projects must be innovative in nature or provide a unique opportunity for the Calgary public to experience the work of the artists or other innovative ideas that help to draw the interest of all Calgarians to the arts.

The Program is designed to give consideration to projects which would fall outside the normal Operating Grants Program. It is not meant to supplement funding to client groups already supported by Calgary Arts Development but to assist with special one time events by individuals or groups that Calgary Arts Development can't normally fund through Operating Grants. However, under special circumstances, proposals may be submitted by currently funded client groups for projects which are innovative and clearly beyond the usual scope of the established programs scheduled by the organizations, galleries or producing companies.

### **B. GUIDELINES**

The Committee will evaluate projects using the following guidelines:

1. The project must provide an opportunity to the citizens of Calgary to increase their knowledge and appreciation of the arts. Scheduled public viewing of, or access to, the project must be a component of the proposed project.
2. The project must be of an innovative nature or must provide a unique opportunity to expose the work of an artist or group to the public of Calgary. The program is designed to support the project, not to directly support the individual artist or artists.

3. Project proposals may be submitted by individual artists, groups of artists, or non-profit organizations. While registered non-profit status is not a requirement of the Special Projects Grants Program, Calgary Arts Development cannot provide funding to a commercial company or enterprise and will normally not provide funding if the project is seen to be in any way of a for-profit nature.
4. Projects may be proposed by client groups already receiving operating funding ONLY if the project is not part of the group's regularly scheduled program already submitted, or being submitted, to Calgary Arts Development for funding. The project must be innovative or present a unique, one-time opportunity. Disclosure of the relationship of the project or applicant to any funded client group is required on each application.
5. Projects will be considered on a one-time-only basis – ie. the Committee will not fund the same project more than once nor will it separately fund different aspects of the same project. However, there is no limit to the number of times an applicant may apply for different projects. The individual submitting the application is deemed to have the authority to apply on behalf of the entire project or organization.
6. The Special Projects Grants Program cannot fund the following:
  - Projects which occur outside the Calgary area / touring costs
  - Capital costs
  - Activities primarily recreational or political
  - Commercially oriented activities
  - Social events (i.e. opening parties)
  - Projects already supported by the City of Calgary or by Calgary Arts Development
  - Living expenses or study grants
7. Workshops and conventions are usually not funded by the Special Projects Grants Program however, if a public performance or exhibition is included with said workshop or convention this component could be considered for funding.
8. In common with other funding agencies, Calgary Arts Development cannot support 100% of the budget of any project. Other funding sources should be identified whether government, corporate or private.
9. If approved, a grant will be paid out only on receipt of a final report including, but not limited to, copies of invoices and proof of expenditures.
10. Deadline : Applications must be physically received by this office on or before the deadline date shown. We strongly advise delivery in person or by courier. Please authorize couriers to leave the application without signature. Do not use the postal system unless you mail significantly in advance of the deadline and do not use registered mail; the post office will not leave the package without signature. If the deadline falls on a weekend or statutory holiday we will accept applications the following business day.



**SPECIAL PROJECTS  
GRANT APPLICATION FORM**

- SUBMIT TWO COMPLETE APPLICATION PACKAGES BY THE DEADLINE TO:  
6th floor, Calgary Public Building, 205 8 Ave. S.E., Calgary, AB, T2G 0K9
- BOTH PACKAGES MUST INCLUDE A COMPLETED APPLICATION FORM PLUS ALL REQUIRED ATTACHMENTS.
- Two copies must be received by the office and verified in order to be considered. It is recommended that delivery be made in person or by messenger. (If mailed allow sufficient time to be received by the deadline.)

NAME OF APPLICANT (Individual or organization):	
MAILING ADDRESS (include postal code):	
PHONE:	E-MAIL:
NAME OF ORGANIZATION*:	
* If applicant is an individual and there is an organization acting in the role of Impresario (one who puts on, manages or sponsors an entertainment or artistic endeavour) or involved in any other way please provide applicable organization name.	
Is this organization currently receiving operating funding from Calgary Arts Development (CRAF)? Yes <input type="checkbox"/> No <input type="checkbox"/>	
PROJECT TITLE:	
GRANT AMOUNT REQUESTED: \$	
DATE OF PROJECT:	
APPLICATION PREPARED AND SUBMITTED BY (Please Print):	
SIGNATURE:	
Are all required attachments included? Yes ____ No ____	
Submitted in duplicate? Yes ____ No ____	
If not, please explain any omissions:	

*For Office Use Only:*

Date and Time Received :
Office Notes :

**ITEM A - FINANCIAL SUMMARY**

**THIS IS A SUMMARY ONLY : EACH LINE ITEM MUST BE COVERED IN DETAIL ELSEWHERE IN THE APPLICATION ATTACHMENTS. [Do NOT reference other pages in your application. This Financial Summary is copied and circulated to Committee Members independent of the application.]**

REVENUE	BUDGET AMOUNT
1. Grant (requested)	
2. Other Government Grants (confirmed or applied for)	
3. Donations [corporate, individual, in-kind]	
4. Earned Income / Paid performance income	
5. All other income	
6. TOTAL REVENUE	
EXPENSES	BUDGET AMOUNT
7. Publicity costs	
8. Performance related costs	
9. Salaries / honorariums / artists' fees	
10. All other costs	
11. TOTAL EXPENSES – for the project	
12. Net Income or Loss on the project Calculation: Revenue (Line 6) minus Expenses (Line 11)	
STATISTICAL	ESTIMATE
13. Anticipated <u>Paid</u> Calgary Attendance / Distribution	
14. Average Ticket Price	
15. Anticipated <u>Free</u> Calgary Attendance / Distribution	
16. Calgary Arts Development Grant as a % of Total Expenses Calculation : Divide grant request (Line 1) by Expenses (Line 11) x 100	
17. NAME OF APPLICANT or ORGANIZATION :	
_____	
18. PROJECT TITLE :	
_____	
19. Any additional financial / statistical information you wish the Committee to be aware of :	



## SPECIAL PROJECTS GRANT APPLICATION PACKAGE

TWO completed application packages, *each* containing an application form and ALL required attachments, must be received by the Calgary Arts Development office on or before the noted deadline. Please type or print clearly. Do NOT bind your application packages in any way; some of the materials will be removed and photocopied.

It is to your advantage to carefully read the guidelines and the application package, and to gather all items required, before preparing your application. An application which is incomplete or poorly prepared may be returned unread or, if reviewed, rejected because of a lack of information or inaccurate information. The more concrete information the Committee has upon which to base a decision the better they will be able to address your request.

### ITEM A PROPOSED BUDGET SUMMARY (page 2 of the application form)

This is a summary only - each line item must be covered in detail elsewhere in the application. However, this summary **MUST** be completed thoroughly and accurately. If there are errors, inconsistencies with the fully detailed budget, or unrealistic projections in this summary the grant request could be negatively impacted.

*The Proposed Budget Summary forms one of the key decision-making documents. (Please do NOT enter a reference to another document in the package -- Committee members, other than the reviewer and the Chair, do not have the background material available to them.)*

The following items require preparation on a separate sheet or sheets:

### ITEM B PROJECT SUMMARY

Provide a brief summary (no more than one page) of the intent of the project and its impact on the Calgary public. This one page document is copied and circulated to all members on the Review Committee so should be a clear and concise explanation of what you are applying for.

### ITEM C PROJECT DESCRIPTION (in full)

Expand on the summary statement and provide more detailed information about the project. Primarily the description must cover such questions as: What is it? Where will it be held or shown? Who is involved? Who will see it? Why is it unique or special? Is it part of your organization's regular program? If not, how is it different from what your organization usually does? Why was it not included as part of your regular program? Why should Calgary Arts Development fund this project? What value does the citizen of Calgary get out of the project?

### ITEM D FULL BUDGET

Provide a fully detailed budget including:

- itemized breakdown of all costs for the project (provide photocopied invoices or price quotes if possible).
- \*itemized breakdown of all revenue expected from the project including ticket sales, artist fees, product sales, etc.

\*Note: the itemized budget amounts must conform to the amounts provided on the summary form but provide a much more detailed and well thought out financial plan.

#### **ITEM E FUNDING**

Provide a list of all grants and donations applied for and amounts confirmed if any. Include donations in kind and the contribution, in funds or donated services, being provided by the Impresario organization or applicant group. If no other funding has been researched please explain why.

#### **ITEM F TIME FRAME / VENUE**

Provide a planned schedule for the performance or public viewing of the project and confirmation of venues.

#### **ITEM G PUBLICITY**

Provide details of publicity plans including catalogues, posters, mail outs, media ads, etc. Copies of publicity materials completed to date should be included if available.

*It is essential that the presentation be advertised to and open to Calgary public. Private programs or restricted access programs are not eligible for funding. Funding, if approved, must be acknowledged in your publicity.*

#### **ITEM H LETTERS OF REFERENCE**

- If the application is from a registered non-profit society this item is not required.
- If the project has a non-profit society acting in the role of Impresario, only a letter confirming this involvement is required.
- If there is no Impresario organization involved, provide two (2) letters of recommendation / support from recognized artists or arts organizations in the same discipline.

#### **FOLLOW-UP**

A letter confirming the grant is mailed as soon as a decision is finalized but funds are not issued at this point. Special Project grants are normally held until the project is in place and a final report is received and approved including:

- Financial report showing final actual expenses and revenues with comparative budget figures as originally submitted
- A report on the progress of the project
- A report on final, or reasonably projected, audience numbers
- Any changes to the project as originally proposed (explain)
- Photocopies of invoices proving expenditures (at least up to the amount of the grant)
- Copies of advertising, brochures, posters or catalogues
- Video or printed copies of the final product if project was a film or publication
- Proof of acknowledgement of Calgary Arts Development's support.