



**City Enrichment Fund
ARTS PROGRAM – ESTABLISHED ARTS FESTIVALS
2016 APPLICATION FORM**

DEADLINE: 4:30 pm, November 2, 2015

Submit one signed original and (1) copy of all documents prior to the deadline to:

City Enrichment Fund
71 Main Street West, City Hall, 1st Floor, Hamilton ON, L8P 4Y5
P: 905.546.2424 ext. 4524
Attention: Rosanna Melatti, City Enrichment Fund

Submission Requirements

- Do not send any portion of your application, or support material, electronically via e-mail, fax or other electronic means
- Use the application form provided
- All text material must be on single-sided 8.5 x 11 white paper
- Do not use staples, binders or separators in your submission. Paper clips or other removable clips are acceptable
- Use a typeface no smaller than 11 point
- Follow page length maximums if specified on the application. Additional pages will be removed and not assessed
- Incomplete applications will be considered ineligible
- Late applications will not be considered and will be returned unopened

Section 1: Organization Information

Organization Name			
Name of Festival (if different from above)			
Organization Legal Name (if different from <i>Organization Name</i> above)	<input type="checkbox"/> If the application is successful, make the cheque payable to the legal name instead of the organization name.		
Head Office Address			
Suite / Apt. / Floor			
Number and Street Name			
City			
Province	ON	Postal Code	
Mailing Address (if different from the address above)			
Suite / Apt. / Floor			
Number and Street Name			
Town / City			
Province	ON	Postal Code	
Organization Contact			
Phone Number		Email	
Website			

Personnel				
Board Chair/President	First Name		Last Name	
	Title		Email	
	Phone		Extension	
Administrative Lead	First Name		Last Name	
	Title		Email	
	Phone		Extension	

Artistic Lead	First Name		Last Name	
	Title		Email	
	Phone		Extension	

Application Contact				
	First Name		Last Name	
	Title		Email	
	Phone		Extension	

Legal status of organization		
<input type="checkbox"/> Incorporated not-for-profit	Incorporation date	____/____/____ (month/day/year)
	Incorporation number	
<input type="checkbox"/> Charitable status	Charitable registration number	

Grant Request Information (Please review grant levels in program guidelines)	
The requested grant starts with your next fiscal year which commences:	____/____/____ (month/day/year)
Festival dates are:	From: To:
Grant request is:	
Festival grant	\$

DECLARATION: On behalf of and with the authority of the organization named above, in signing this application we certify that:

We have carefully read the Arts Program Guidelines and eligibility criteria. Our organization and activities meet these criteria.

- ☐ We accept the conditions of this Program as outlined in the Guidelines and agree to abide by City Council's funding decision.
- ☐ All the information provided is accurate and complete and we are authorized to make an application on behalf of this organization.
- ☐ Our organization is not-for-profit.
- ☐ All confirmed and pending revenue from City of Hamilton has been reported in the financial section and does not exceed 30% of the total eligible budget of the organization's operation, program or project.
- ☐ We understand that approved grant amounts may be less than the maximum or requested amount.
- ☐ We understand that if this application is successful, no funds will be released until all outstanding documentation and or reports for previous City of Hamilton grants have been submitted.
- ☐ If a grant is awarded, we accept responsibility for ensuring that the activities for which funding is received are completed in the manner described in this application.

Municipal Freedom of Information and Protection of Privacy *Personal information on this application form is collected under the authority of section 107 of the Municipal Act, 2001 S.O. 2001, C. 25. The City of Hamilton will use this information in the determination of eligibility and in establishing funding allocation recommendations. A list of successful applicants will be made public. Questions regarding the collection of this information may be addressed to:*

Rosanna Melatti, City Enrichment Fund

71 Main Street West, City Hall, 1st Floor, Hamilton ON, L8P 4Y5

P: 905.546.2424 ext. 4524

E: Rosanna.Melatti@hamilton.ca

	First name / Last name	Title	Signature
Board Chair/President			
Administrative Lead			
Artistic Lead			
Approval date	The full Board of Directors has approved this application at its meeting on:		____/____/____ (month/day/year)

Section 2: Organization Profile (Maximum 2 pages)

Organization Mandate / Mission

What is your organization’s mandate and/or mission? If your festival is a program within a larger mandate, please describe how the festival is aligned with your mission.

Brief History

Provide a brief history of your organization.

List the year your organization was founded, important milestones and changes in artistic or executive direction and provide a context for current activities.

Current leadership

Provide maximum one paragraph of biographical information for your artistic and/or administrative lead.

Organization Description (100 word maximum) *This description will be published as part of your organization’s 2016 City Enrichment Fund Application Summary Form.*

Section 3: Arts Programming (Maximum 2 pages)

Describe your arts programming direction and a summary of your artistic activities for the request year and how has it been shaped by the successes and challenges of last year. Discuss the quality, diversity and innovativeness of your programming.
Describe your overall festival programming. If your festival program includes non-arts related activities, briefly describe these activities and the percentage of your festival time/budget so allocated.
Describe your relationships with other Hamilton-based festivals or arts organizations (eg resource sharing, networking, program collaboration) and how you contribute to the development of the arts or festival sector in Hamilton.
If your festival brings provincial, national or international recognition to Hamilton, please describe the scope and impact of this recognition.

Section 4: Organization Viability (Maximum 2 pages)

Describe your track record in festival programming and delivery.
Describe how you measure the impact and effectiveness of your program in achieving your festival’s mission. Please provide specific measures from your most recent festival (eg surveys, focus groups, other feedback) and indicate how the results will influence your future festival offering.
Describe the initiatives you will undertake to generate earned, sponsorship and donation revenues in the request year. How do these compare with past revenue generating strategies?
Describe how your Board of Directors support the organization and reflects the community you serve.

Section 5: Economic Impact (Maximum 1 page)

Does your festival attract tourists (defined as an individual who has travelled more than 40km to attend your festival)? If so, how many tourists attended and/or participated in your most recent festival and supplementary programming?

How would you describe the economic impact of your activities on the City of Hamilton? Your response may include qualitative and or quantitative information.

If you have ever undertaken a study of your organization’s economic impact, please provide the key findings from that study.

Section 6: City-Wide Impact (Maximum 2 pages)

Provide information about the composition of your current audience.
Describe your marketing and promotion plans for the festival in the request year. Include information about your strategies to reach a city-wide audience, as well as any specific target markets.
Please describe your relationships or partnerships with Hamilton’s business community, and with other non-arts related, not-for-profit organizations. How do these partnerships enhance your organization’s reach and the quality of life for the people of Hamilton?
Describe the ways volunteers are involved with your organization. How do you recruit, train, retain and recognize volunteers?

Section 7: Financial and Statistical Information

STATISTICAL DATA

STATISTICS	Previous completed year (Actuals)	Request year (Projected)
Number of Directors on the Board		
Total number of FTEs		
Number of artists employed and on contract		
Number of Hamilton-based artists and cultural workers employed or on contract		
Number of exhibitions, performances and/or events		
Number of education related activities		
Attendance/Visitors at activities in Hamilton (paid)		
Attendance/Visitors at activities in Hamilton (unpaid)		
Number of volunteers		
Estimated number of volunteer hours		

FINANCIAL DATA

If your festival is one program within a broader mandate (e.g. a festival organized by an art service organization) in the financial forms below only include revenues and expenses related to the festival itself. Pro-rate relevant administrative and other overhead expenses in the same proportion as the festival budget is to your total organizational budget.

Total Organizational Budget	\$
Total Festival Budget	\$

REVENUES (exclude in kind)	Last completed fiscal year	Current fiscal year	Request year
EARNED REVENUE			
Box office, admission fees etc.			
Workshops, course registrations			
Rentals, sales and commissions			
Concessions/merchandising			
Advertising revenue			
Rental booths/fees			
Facility/equipment rentals			

Investment income			
Other (specify)			
PRIVATE SECTOR REVENUE			
Individual donations			
Corporate donations			
Corporate sponsorships			
Foundations			
Fundraising events/activities			
Other (specify)			
GOVERNMENT REVENUE			
Federal government (all programs)			
Provincial government (all programs)			
This request from City of Hamilton			
Other City of Hamilton revenue (specify)			
Other municipal (specify)			
Other (specify)			
TOTAL REVENUES			

EXPENSES	Last completed fiscal year	Current fiscal year	Request year
SALARIES/WAGES/FEES/HONORARIA			
Artists			
Administration			
Arts related production/technical			
Other festival-related (not captured in the three lines above)			
Per diem (note, meals, etc.) for all visiting personnel			
Arts related production / technical equipment (sound, lights, stage, generators, etc.)			
Non-arts related equipment rental (tables, tents, toilets, dumpsters, etc.)			
Venue rental fees			
Transportation and shipping			
Merchandising expenses			
Marketing and promotion (expenses only)			
Fundraising (expenses only)			
Administrative/office overhead (supplies, printing, office equipment)			
Policing/security			
Road closures/other municipal charges			

Insurance			
Legal/accounting			
Festival evaluation/measurement			
Other (specify)			
TOTAL EXPENSES			
OTHER			
Cash surplus/deficit for year			
Accumulated surplus/deficit, start of year*			
Accumulated surplus/deficit, end of year*			
Accumulated surplus/deficit at end of year as a percentage of operating budget			
In Kind contributions (Specify)			

* Must match financial statements

All applicants: Please provide any additional information or clarification regarding the financial data above that will be of assistance to the panel reviewing this application. Specifically identify and provide the rationale for any budget line variance over 20%.

If you reported an operating deficit for the past fiscal year, describe the actions taken and planned to ensure timely recovery and any results to date. NOTE: If you have an unrestricted net asset deficiency of more than 10% of revenue, you must attach a deficit reduction plan that includes targets, timelines and responsibilities. Grants will not be released without the receipt and acceptance by the City of this plan.

Section 8: Application Checklist

This application form relates directly to the assessment criteria used to evaluate your organization’s request for funding (see program guidelines).

Please ensure that your application provides assessors with all the information they need to review your application. The panel assesses each application against the criteria listed in these guidelines, and with consideration of the applicant organization’s ability to achieve the stated goals and objectives in the context of its mandate and direction. The panel also considers the applicant’s available resources and stage of development, and the cultural and artistic environments in which it works.

To be complete, your application must include **two copies** of the following documents:

- ☐ Completed and signed application
- ☐ List of the current Board of Directors
- ☐ List of the current staff including job title and whether full or part time
- ☐ Most recent audited financial statements
- ☐ Deficit reduction plan (if required, see Financial and Statistical Information section)
- ☐ Support material that will help the assessors to evaluate your application (eg festival program, catalogue, fundraising and marketing materials)
- ☐ Most recent Annual Report
- ☐ A one page summary of previous year’s activities

Proof of incorporation may be requested.

Section 9: Suggestions for Assessors

The City of Hamilton is developing a database of potential assessors for the Arts Program. Please recommend up to three individuals who are familiar with your organization, discipline and/or the arts sector who you think should be included.

Name	Title / Position	Connection with the Artform or Organization	Phone Number