



**City Enrichment Fund  
ARTS PROGRAM – CREATION & PRESENTATION STREAM  
Emerging / Professional Artist  
2016 APPLICATION FORM**

**NOTE: This Is A Pilot Year For The Capacity Building For Arts Organizations Funding Stream. Funding For This Category Is Contingent Upon City Of Hamilton Council Approval Of The 2016 Budget.**

**DEADLINE: 4:30 p.m. on November 2, 2015**

**Submit one (1) signed original and one (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 submit any portion of your application or support material, 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/word 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



**City Enrichment Fund  
ARTS PROGRAM – CREATION & PRESENTATION STREAM  
Emerging / Professional Artist  
2016 APPLICATION FORM**

**Section 1: Applicant Information**

Applicant			
<b>First Name</b>		<b>Last Name</b>	
<b>Email</b>		<b>Phone</b>	
<b>Website</b>			
<b>Length of Professional Practice</b>	_____ years		

Mailing Address		
<b>Number and Street Name</b>		
<b>Suite / Apt. / Floor</b>		
<b>City</b>	Hamilton	
<b>Province</b>	ON	<b>Postal Code</b>

For Collectives only

<b>Collective Name</b>			
Other Collective members			
<b>First Name</b>		<b>Last Name</b>	
<b>Email</b>		<b>Phone</b>	
<b>Website</b>			
<b>City</b>			
<b>Length of Professional Practice</b>	_____ years		
Other Collective members			



**City Enrichment Fund  
ARTS PROGRAM – CREATION & PRESENTATION STREAM  
Emerging / Professional Artist  
2016 APPLICATION FORM**

<b>First Name</b>		<b>Last Name</b>	
<b>Email</b>		<b>Phone</b>	
<b>Website</b>			
<b>City</b>			
<b>Length of Professional Practice</b>	_____ years		
<b>Other Collective members</b>			
<b>First Name</b>		<b>Last Name</b>	
<b>Email</b>		<b>Phone</b>	
<b>Website</b>			
<b>City</b>			
<b>Length of Professional Practice</b>	_____ years		
<i>For additional members please list in a separate document</i>			

<b>Grant Request Information</b> (Please review grant levels in program Guidelines)	
Indicate artistic discipline/field	
Please select one: Emerging Artist or Emerging Collective <input type="checkbox"/> Professional Artist or Professional Collective <input type="checkbox"/>	
Collective's founding year (if applicable)	____/____/____ (month/day/year)
<b>Grant request</b>	\$ _____



**City Enrichment Fund**  
**ARTS PROGRAM – CREATION & PRESENTATION STREAM**  
**Emerging / Professional Artist**  
**2016 APPLICATION FORM**

**DECLARATION:** In signing this application I certify that:

**I/we have carefully read the Arts Program Guidelines and Eligibility Criteria and I/we confirm that the statements in my application are complete and accurate, to the best of my knowledge.**

- ☐ I/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.
- ☐ I/we are eligible for funding.
- ☐ I/we understand that I/we may only submit one Creation and Presentation Grant in any funding year.
- ☐ I/we understand that approved grant amounts may be less than the maximum or requested amount.
- ☐ If a grant is awarded, I 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](mailto:Rosanna.Melatti@hamilton.ca)**

Name of Applicant	Signature	Date
		____/____/____ (month/day/year)
<b>Name and signature of collective members below</b>		
		____/____/____
		____/____/____
		____/____/____



City Enrichment Fund  
**ARTS PROGRAM – CREATION & PRESENTATION STREAM**  
Emerging / Professional Artist  
**2016 APPLICATION FORM**

**Section 2: Creation and/or Presentation Plan**

**Briefly describe your project (100 words maximum).** *This description will be published as part of your 2016 City Enrichment Fund Application Summary Form.*

**Artist Statement (500 words maximum)**

**Provide a Project Plan (800 words maximum)**

**Please include a description of the work you intend on producing. Include the scope of work, location of production, timeframe, technical assistance, etc.**



**City Enrichment Fund  
ARTS PROGRAM – CREATION & PRESENTATION STREAM  
Emerging / Professional Artist  
2016 APPLICATION FORM**

**Section 3: Contribution to the field and City Impact**

<b>How does the proposed work advance your practice? (250 word maximum)</b>
<b>How does the proposed work contribute to your artistic field? Locally, provincially, or nationally? (250 word maximum)</b>
<b>If applicable, describe your plans to show/present your work. Include location, confirmed or proposed, if you intend to travel this work, etc. (250 word maximum)</b>
<b>How will people see/experience your work in Hamilton? What opportunities will they have to engage in your practice? (250 word maximum)</b>



**City Enrichment Fund**  
**ARTS PROGRAM – CREATION & PRESENTATION STREAM**  
**Emerging / Professional Artist**  
**2016 APPLICATION FORM**

**Section 4.0: Support Material**

*Only fill out the support material section appropriate to your artistic field*

**4.1 DANCE**

**4.2 FILM AND THEATRE**

**4.3 LITERATURE**

**4.4 MUSIC**

**4.5 FINE CRAFT, VISUAL ART AND NEW MEDIA**

**Section 4.1: Support Material - Dance**

<b>Dance</b>	Up to 3 video / audio files, 15 minutes maximum
--------------	---

**VIDEO**

<b>File No. e.g.</b>							
Title of work	<i>Title of my work</i>						
Applicant's Role	<i>Lead dancer and choreographer</i>						
Date	<i>2014</i>						
Total Length	<i>25 min.</i>	Viewing Length	<i>7 min.</i>	File Type	<i>AVI</i>	Sound	<i>No</i>
<b><i>Files must be marked/cued to play where you would like the assessment panel to begin viewing your work</i></b>							
Special instructions for viewing	<i>n/a</i>						
Describe how this example is relevant to your proposed project	<i>The proposed work is built on this performance</i>						
<i>Optional: Synopsis of work (100 words maximum)</i>							

<b>No. 1</b>							
Title of work							
Applicant's Role							
Date							
Total Length		Viewing Length		File Type		Sound	
<b><i>Files must be marked/cued to play where you would like the assessment panel to begin viewing your work</i></b>							
Special instructions for viewing							
Describe how this example is relevant to your proposed project							
<i>Optional: Synopsis of work (100 words maximum)</i>							



**City Enrichment Fund**  
**ARTS PROGRAM – CREATION & PRESENTATION STREAM**  
**Emerging / Professional Artist**  
**2016 APPLICATION FORM**

<b>No. 2</b>							
Title of work							
Applicant's Role							
Date							
Total Length		Viewing Length		File Type		Sound	
<i>Files must be marked/cued to play where you would like the assessment panel to begin viewing your work</i>							
Special instructions for viewing							
Describe how this example is relevant to your proposed project							
<i>Optional: Synopsis of work (100 words maximum)</i>							

<b>No. 3</b>							
Title of work							
Applicant's Role							
Date							
Total Length		Viewing Length		File Type		Sound	
<i>Files must be marked/cued to play where you would like the assessment panel to begin viewing your work</i>							
Special instructions for viewing							
Describe how this example is relevant to your proposed project							
<i>Optional: Synopsis of work (100 words maximum)</i>							

## Section 4.2: Support Material – Film and Theatre

<b>Film</b>	One 15 page manuscript
	Up to 2 video / sound files 15 minutes maximum
<b>Theatre</b>	One 15 page manuscript
	Up to 2 video / sound files 15 minutes maximum

### SCRIPT SAMPLE

<b>No. 1</b>			
Title of work			
Synopsis of work (100 words maximum)			
Total Pages e.g. 65 pages		Pages submitted e.g. pages 10-30	





**City Enrichment Fund**  
**ARTS PROGRAM – CREATION & PRESENTATION STREAM**  
**Emerging / Professional Artist**  
**2016 APPLICATION FORM**

**VIDEO AND/OR SOUND**

<b>File No. e.g.</b>							
Title of work	<i>Title of my work</i>						
Applicant's Role	<i>Lead female actor or Writer/Director</i>						
Date	<i>2014</i>						
Total Length	<i>50 min.</i>	Viewing Length	<i>10 min.</i>	File Type	<i>AVI</i>	Sound	<i>Yes</i>
<b><i>Files must be marked/cued to play where you would like the assessment panel to begin viewing your work</i></b>							
Special instructions for viewing							
Describe how this example is relevant to your proposed project	<i>This film is the first part of a three part series</i>						

<b>No. 1</b>							
Title of work							
Applicant's Role							
Date							
Total Length		Viewing Length		File Type		Sound	
<b><i>Files must be marked/cued to play where you would like the assessment panel to begin viewing your work</i></b>							
Special instructions for viewing							
Describe how this example is relevant to your proposed project							

<b>No. 2</b>							
Title of work							
Applicant's Role							
Date							
Total Length		Viewing Length		File Type		Sound	
<b><i>Files must be marked/cued to play where you would like the assessment panel to begin viewing your work</i></b>							
Special instructions for viewing							
Describe how this example is relevant to your proposed project							



**City Enrichment Fund**  
**ARTS PROGRAM – CREATION & PRESENTATION STREAM**  
**Emerging / Professional Artist**  
**2016 APPLICATION FORM**

**Section 4.3: Support Material - Literature**

<b>Literature</b>	Up to 25 manuscript pages, material can be from 1 body of work up to a maximum of 3
-------------------	---

**WRITING SAMPLE**

No. e.g.			
Title of work	<i>This is the title of my work</i>		
Type of work	<i>Poetry Series</i>		
Date	<i>2015</i>		
Total pages	<i>45 pages in series</i>	Submitted pages	<i>12 pages</i>
Special instructions for reviewing	<i>n/a</i>		
Describe how this example is relevant to your proposed project	<i>This series marks a change in direction to my writing. There are two other series in this volume.</i>		

No. 1			
Title of work			
Type of work			
Date			
Total pages		Submitted pages	
Special instructions for reviewing			
Describe how this example is relevant to your proposed project			

No. 2			
Title of work			
Type of work			
Date			
Total pages		Submitted pages	
Special instructions for reviewing			
Describe how this example is relevant to your proposed project			

No. 3			
Title of work			
Type of work			
Date			
Total pages		Submitted pages	
Special instructions for reviewing			
Describe how this example is relevant to your proposed project			



**City Enrichment Fund**  
**ARTS PROGRAM – CREATION & PRESENTATION STREAM**  
**Emerging / Professional Artist**  
**2016 APPLICATION FORM**

**Section 4.4: Support Material - Music**

<b>Music</b>	Up to 2 15 lyric samples
	Up to 2 audio / video files 15 minutes maximum

**LYRIC SAMPLE**

<b>No. 1</b>	
Title of song	
Lyrics (250 words maximum)	
Date	
<b>No. 2</b>	
Title of song	
Lyrics (250 words maximum)	
Date	

**AUDIO AND/OR VIDEO**

<b>File No. e.g.</b>							
Title of work	<i>Title of my work</i>						
Applicant's Role	<i>Composer, Songwriter, Performer</i>						
Other contributor	<i>Lead vocals: XXXXX</i>						
Date	<i>2014</i>						
Total Length	<i>7 min.</i>	Listening Length	<i>4 min.</i>	File Type	<i>Quick Time</i>	Video	<i>Yes</i>
<b><i>Files must be marked/cued to play where you would like the assessment panel to begin viewing your work</i></b>							
Special instructions for reviewing	<i>n/a</i>						
Describe how this example is relevant to your proposed project	<i>This is my first composition incorporating recorded sounds</i>						

<b>No. 1</b>							
Title of work							
Applicant's Role							
Other contributor							
Date							
Total Length		Listening Length		File Type		Video	
<b><i>Files must be marked/cued to play where you would like the assessment panel to begin viewing your work</i></b>							
Special instructions for reviewing							
Describe how this example is relevant to your proposed project							



**City Enrichment Fund**  
**ARTS PROGRAM – CREATION & PRESENTATION STREAM**  
**Emerging / Professional Artist**  
**2016 APPLICATION FORM**

<b>No. 2</b>							
Title of work							
Applicant's Role							
Other contributor							
Date							
Total Length			Listening Length		File Type		Video
<i>Files must be marked/cued to play where you would like the assessment panel to begin viewing your work</i>							
Special instructions for reviewing							
Describe how this example is relevant to your proposed project							

**Section 4.5: Support Material - Fine Craft, Visual Art & New Media**

<b>Fine Craft</b>	Up to 15 digital images
<b>Visual Art &amp; New Media</b>	Up to 15 digital images or;
	Up to 10 digital images and up to 3 video / sound files 6 minutes maximum or;
	Up to 4 video / sound files 15 minutes maximum
<i>You may provide a 1 page corresponding description of works. (This is not a required document.)</i>	

**DIGITAL IMAGES**

No.	Title	Date	Medium	Dimensions
e.g.	Title of my work	2015	Ink on paper	20" x 20"
<b>Only show one view of one work in each image. Do not include borders or descriptive text in image</b>				
01.				
02.				
03.				
04.				
05.				
06.				
07.				
08.				
09.				



**City Enrichment Fund  
ARTS PROGRAM – CREATION & PRESENTATION STREAM  
Emerging / Professional Artist  
2016 APPLICATION FORM**

10.				
11.				
12.				
13.				
14.				
15.				

**VIDEO AND/OR SOUND**

No.	Title	Year	Running Time	Format	Sound
e.g.	<i>Title of work</i>	<i>2015</i>	<i>4 min.</i>	<i>Quick Time</i>	<i>yes</i>
<b><i>Files must be marked/cued to play where you would like the assessors to begin viewing your work</i></b>					
01.					
02.					
03.					
04.					



**City Enrichment Fund**  
**ARTS PROGRAM – CREATION & PRESENTATION STREAM**  
**Emerging / Professional Artist**  
**2016 APPLICATION FORM**

**Section 5: Budget**

*It is not mandatory to fill every expense line. The proposed budget must balance at zero.*

EXPENSES	Proposed Budget
Artist support / Remuneration (specify below)	
Materials	
Production / Technical costs	
Studio / Practice space rental or fees	
Equipment purchase (\$2,000 maximum)	
Equipment rental	
Promotion	
Travel costs	
Residency costs * <i>Please specify if confirmed and financial or in-kind contribution of host below</i>	
Other (specify)	
<b>TOTAL EXPENSES</b>	
REVENUE	Proposed Budget
<b>City Enrichment Fund request</b>	
Other grants (specify)	
Other revenue (specify)	
<b>TOTAL REVENUE</b>	

**Artist Remuneration: Provide the expense breakdown per month.**  
e.g. 8 month project x \$250 remuneration/month = \$2000

**Artist Residency: Please list additional financial and/or in-kind contributions from host.**

**You must also attach a confirmation letter from Artist Residency.**



City Enrichment Fund  
**ARTS PROGRAM – CREATION & PRESENTATION STREAM**  
Emerging / Professional Artist  
**2016 APPLICATION FORM**

**SECTION 6: APPLICATION CHECKLIST**

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 the guidelines and with consideration of the applicant's ability to achieve the project plan.

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

- ☐ Artist Residency confirmation letter
- ☐ List of all Collective Members if not included in this application
- ☐ C.V. (3 pages maximum)
- ☐ Support Material



**City Enrichment Fund**  
**ARTS PROGRAM – CREATION & PRESENTATION STREAM**  
**Emerging / Professional Artist**  
**2016 APPLICATION FORM**

**Section 7: Suggestions for Assessors (Optional)**

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 artistic field and/or the arts sector who you think should be included.

<b>Name</b>	
<b>Title/Position</b>	
<b>Connection with the/an artistic field</b>	
<b>Phone Number</b>	
<b>Email</b>	

<b>Name</b>	
<b>Title/Position</b>	
<b>Connection with the/an artistic field</b>	
<b>Phone Number</b>	
<b>Email</b>	

<b>Name</b>	
<b>Title/Position</b>	
<b>Connection with the/an artistic field</b>	
<b>Phone Number</b>	
<b>Email</b>	