



## APPLICATION

*[This Funding Program administered by the Saint John Community Arts Board on behalf of the City of Saint John].*

## INSTRUCTIONS

Applications must be submitted by 4:00 p.m. on Thursday, May 4, 2017.

Before completing this application, please read the City's Arts & Culture Policy and the Community Arts Funding Program Guidelines for the awarding of grants set out in this Application.

## YOUR CONTACT INFORMATION

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*[Include Postal Code]*

Contact name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Other: \_\_\_\_\_

If this is a joint request, please fill out the following information about the partnering organization(s):

Partnering organization(s): \_\_\_\_\_

Contact name(s): \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

## YOUR PROJECT

Your organization is applying for a:  Project Grant  Festival Grant **Amount Requested: \$** \_\_\_\_\_

**Percentage of Total Project/Festival Budget:** \_\_\_\_\_%

Preference will be given to projects seeking funding between 10% and 40% of their total budget. If the amount requested falls outside of this limit please contact the Cultural Affairs Office.

**City of Saint John**  
Community Arts Funding Program 2017

In the space provided, please describe your Project or Festival [*preferably 400 words or less*] and answer the questions related to your event. You may attach other relevant information that you believe supports or further explains your application. This information may be e-mailed to [culturalaffairs@saintjohn.ca](mailto:culturalaffairs@saintjohn.ca)

**Project Description:**

**Project Commencement Date:** \_\_\_\_\_ **Project Completion Date:** \_\_\_\_\_

**Expected Attendance at your Festival/Event:** \_\_\_\_\_

**How will you promote your Festival/Event? (Please explain):**

**Does your Festival/Event have a Community Engagement component?: (please check all that apply and provide a brief description):**

Public Event  Free to Attend  Engagement with Priority Neighbourhoods  Other: \_\_\_\_\_

**Please Explain:**

**Does your Festival/Event align with any of Council's 2016-2020 Priorities? (Check all that apply and provide a brief description):**

Growth & Prosperity – *“Saint John is recognized by residents and businesses as a positive and supportive city. We grow in a smart way and attract talent, innovation, and opportunities so all people can thrive.”*

Vibrant, Safe City – *“Saint John is home to unique, livable neighbourhoods that offer a variety of housing options and appropriate transportation choices. Residents celebrate our history, enjoy a variety of cultural and recreation activities, and appreciate our greenspaces and waterways.”*

**Please Explain:**

## **YOUR ORGANIZATION**

To help us verify that your organization is in good standing, ***please provide*** a copy of each of the following documents:

- Incorporating documents (letters patent or articles of incorporation);
- Names and addresses of your organization's Board of Directors;
- Your organization's Mandate; and
- Most recent financial statements.

**Note:** *If we already have a copy of your current incorporating documents on file, they do not need to be resubmitted.*

This information can be e-mailed to [culturalaffairs@saintjohn.ca](mailto:culturalaffairs@saintjohn.ca)

Date of formation or incorporation: \_\_\_\_\_ If a registered charity, CRA BN/Reg. # \_\_\_\_\_

## **YOUR PROJECT BUDGET**

Please submit a detailed budget for your project, including the following:

- Project expenditures (items and estimated amounts); and
- Project revenue (anticipated or confirmed revenue from all sources, including: other government sources, donations, sales, admission, fundraising, and sponsorships).

**Note:** *Be sure to include your grant request from this program in your budget.*

## **GENERAL TERMS AND CONDITIONS**

1. All projects must be completed in accordance with approved timetables and, in any event, by May 31, 2018.
2. Grants cannot be awarded retroactively.
3. The same project will not necessarily be supported in any succeeding year.
4. Grants are to be used only for their intended purpose. Any recipient that uses funds improperly, ceases operation, or knowingly provides false information must promptly repay the grant.
5. No grant (or any part of it) may be transferred or assigned to another party without the prior written consent of the Board.
6. The recipient must keep and maintain all records, invoices and receipts relating to the project and allow the Board and the City to inspect and make copies of all such records.
7. The recipient must consent to the release by the Board and the City of information about the project and the amount awarded.
8. The recipient must comply with all City by-laws and all other applicable laws and regulations, and is responsible for obtaining all necessary permits and approvals at its expense.
9. Neither the City of Saint John nor the Saint John Community Arts Board is liable for any damages, injury, and/or loss of revenue as a result of any grant being awarded or as a result of the project being undertaken, and shall not be held out as a partner or agent of the recipient or otherwise responsible for any obligation related to the recipient or the project.
10. The recipient will acknowledge (in approved manner) the support of the City of Saint John in all publicity and programs relating to the project. The Community Arts Board logo is available for inclusion on posters or in programs. Please contact Bernard Cormier, Cultural Affairs Officer.
11. The recipient will **provide a report to the Board within two (2) months of completion of the project**, outlining the outcome of the project and all revenue and expenditures. Failure to submit a post-event report will deem the applicant ineligible for grants in the next calendar year.

**City of Saint John**  
Community Arts Funding Program 2017

***We have read the general terms and conditions set out above and in the Program Guide of the Community Arts Funding Program, and we accept and agree to abide by all such terms and conditions.***

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Please submit this application by e-mail or hand delivery with all necessary attachments**

**Your application must be received or postmarked no later than 4:00 p.m., Thursday, May 4, 2017.**

**Applications by fax will not be accepted.**

***E-Mail:***

culturalaffairs@saintjohn.ca

***Hand Delivery:***

Community Arts Funding Program  
c/o Cultural Affairs Office  
8<sup>th</sup> floor, City Hall  
15 Market Square  
Saint John, NB

**APPLICATIONS RECEIVED LATER THAN 4:00 PM, MAY 4, 2017 WILL NOT BE CONSIDERED.**

## **QUESTIONS?**

Contact:

Cultural Affairs Office

Telephone: (506) 649-6040

E-mail: culturalaffairs@saintjohn.ca

### **Collection Notification Statement**

This information is being collected in order for the City of Saint John to deliver an existing program / service; the collection is limited to that which is necessary to deliver the program / service. Unless required to do so by law, the City of Saint John will not share your personal information with any third party without your express consent.

The legal authority for collecting this information is to be found in the Municipalities Act and the Right to Information and Protection of Privacy Act.

For further information or questions regarding the collection of personal information, please contact the Access & Privacy Officer: City Hall Building, 8th Floor - 15 Market Square, Saint John, NB E2L 1E8  
commonclerk@saintjohn.ca (506) 658-2862