

Application & Guidelines



Arts Fund

For group projects that foster the development of the arts in Yukon.
(individuals may not apply)



Application Deadlines:

March, June, September
and December 15th

Read the application guidelines carefully for details about eligibility, the purpose of the program, and how to apply.

Contact the fund administrator to discuss applications prior to the deadline.

If you are new to proposal writing, ask for a copy of the workbook: *Proposal Writing Tips*.

Be sure the proposal includes all the required materials and forms: fill in all sections of the forms and use the checklist to confirm that you are preparing a thorough proposal.

Submit the complete proposal and all supporting materials on or before the deadline.

Objectives of the Arts Fund:

- To offer funding assistance to group projects that are arts-focussed
- To foster the creative development of the arts in the Yukon
- To support the principles of the Yukon Arts Policy

Results and Outcomes

The intended results and outcomes of the Arts Fund are to encourage activities of communities, arts collectives, non-profit groups and First Nations in the performing, literary and visual arts. Arts Fund projects encourage participation in and an appreciation of the arts, engage wide public participation, develop young, emerging and advanced artists, and animate Yukon communities and events.

Eligibility

Eligible applicants include artist collectives, non profit organizations, community associations, industry associations, First Nations governments, school councils, local advisory councils, and municipal governments. Projects vary but may include festival development, special initiatives, training, performance and event production.

Eligible projects clearly address Arts Fund criteria and the Yukon Arts Policy principles.

Limitations to Funding

Projects, expenses and applicants not eligible for funding are:

- Individuals
- Capital projects (equipment, uniforms, renovations, facilities)
- Projects that start prior to application deadline
- Projects that will begin before assessment results are expected (approx. 8 weeks from deadline - such projects are discouraged because they put the assessors and the applicant in a difficult position)
- Projects that directly compete with local private sector initiatives
- Administration expenses for applicants who already receive funding under the Arts Operating Funds program (such expenses should be part of the applicant's contribution to the project)
- Administration or artistic fees for artist collective applicants
- Ongoing, multi-year costs that will result from the project
- Expenses not directly related to the project

Generally, only one project will be funded per applicant in any given fiscal year. There may be exceptions to the one application per year rule that are appropriate due to timing of projects, for applicants that break down projects into logical components and apply for them separately or for applicants that may be members of different collectives.

Eligible Costs

Eligible costs include:

- Artistic fees and expenses except as noted in limitations
- Administration fees and expenses except as noted in limitations (any administrative expenses included in the project budget should be clearly itemized, not added as a percentage of project costs)
- Promotion
- Production expenses
- Other costs that are directly and reasonably related to the project
- Consideration will only be given to expenses directly related to the project

Funding Thresholds

Applicants may request up to a maximum of 70% of eligible project expenses. The remainder of the project budget must be funded from other sources and applicants are expected to provide an equity contribution.

Funding is competitive. Anticipate that applications for funding will continue to exceed resources and that there will be more eligible projects than available funds.

Available funding is limited (the total fund is \$500,000 per year and the Arts Fund typically funds 50-70 projects per year), so the funding requested should be proportionate to the impact of the applicant's project and based on realistic figures.

Conditions of Funding

The Conflict of Interest clause of the *Arts Act* [section 7] and the Yukon Government *Conflict of Interest Policy* are considered during the assessment and administration of the funding process.

Applicants must declare that they do not owe any debts to the Yukon Government.

Assessment of Applications and Approval Process

The deadlines for the Arts Fund are: March 15, June 15, September 15, and December 15. Applications must be received or postmarked by 4:30 p.m. on the deadline date. If a deadline falls on a statutory holiday or a weekend, the deadline will be extended until 4:30 p.m. on the next working day. Faxed or e-mailed applications are acceptable on the deadline but the original, signed application should be mailed or delivered.

Late applications will not be accepted.

Please note that department staff do not make funding decisions, but do facilitate the application and assessment process. Applications are assessed by the Yukon Arts Advisory Council based on the criteria and required supporting materials as above.

Funding recommendations are forwarded to the Minister of Tourism and Culture for approval and announcement. Applicants will be notified in writing of the results within 8 weeks of deadline. With this in mind, applications for projects that will begin before results are expected are not encouraged. The media is notified of the award results after applicants have been notified.

Payments

Contribution agreements between the Government of Yukon and successful applicants outline the terms of funding, payment schedule and reporting requirements. The schedule for payment is in accordance with Yukon Government Transfer Payment Policy.

Registered Societies must be in good standing whenever an invoice is submitted.

Accountability

The Department of Tourism and Culture collects information from successful applicants on the objectives achieved as a result of the Arts Fund and prepares annual reports with aggregate information to be submitted as a part of the annual departmental budgeting process. The information collected and reported includes quantitative statistics (e.g. audience attendance, number of venues) and qualitative feedback and evaluation.

TO APPLY:

Required Supporting Material

- A detailed project description which demonstrates a majority of the following criteria and addresses the principles of the Yukon Arts Policy:

Arts Fund Criteria:

- Demonstrated investigation of alternative funding sources
- Degree of earned revenue, fundraising or fee for service component(s) of the project
- Extent and nature of the applicant's contribution
- Relevance to Yukon arts development and benefits to the Yukon
- Degree of community exposure and participation

Arts Policy Principles:

- Appreciation of the value of the artist as the centre of operations
- Low proportion of administration to production expenses reflected in budgets
- Multiplicity of funding sources for operations
- Involvement of communities outside of Whitehorse
- Meaningful attention to First Nations' access to programs and services
- Attention to artists at various levels of their development, including youth, community and professional artists

Proposals should also clearly address the following considerations:

- Uniqueness of the project opportunity and the objectives the project will accomplish
- How these objectives will be achieved
- Who benefits from the project
- How the project's success will be measured and evaluated
- What resources and background qualify the applicant to complete the project
- Project timeline, including start and completion dates.

- A detailed project budget that includes all projected revenues and costs
- A completed and signed Cover Sheet
- A completed Budget Summary & Statistics form (this is a helpful tool for reporting and organizing information in a consistent manner; the information is important for evaluating the funding program as well as measuring the impact of various projects)
- Where appropriate, applicants must demonstrate that they are in good standing under the Societies Act by including a copy of their current certificate of good standing or customer memo from the Registrar of Societies
- Any other relevant attachments (bios, support letters, evaluations of previous projects) that support and strengthen the application

Submit all applications to:

Fund Administrator, Arts Section
Department of Tourism and Culture

in person: #100 Hanson Street , Whitehorse
(Visitor Information Centre)

mail: Arts Fund
Box 2703 (L-3), Whitehorse, Yukon Y1A 2C6

telephone: toll-free, 1-800-661-0408 ext.3535 / ext.8789
In Whitehorse, telephone 667-3535 or 667-8789

fax: (867) 393-6456

e-mail: artsfund@gov.yk.ca

**Applicants are encouraged to contact a Fund Administrator
to discuss applications prior to the deadline**



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COVER SHEET

COMPLETE THIS PAGE AND INCLUDE IN YOUR APPLICATION

Personal information on this application is collected for the purpose of administering the Arts Fund in accordance with the Yukon Government Transfer Payment Policy. Questions about the collection or use of this information can be directed to the ATIPP Coordinator, Department of Tourism and Culture, Box 2703, Whitehorse, Yukon, Y1A 2C6, (867) 393-6460.

Name of project _____

Please provide a one-sentence description of the project _____

Applicant/organization name (if a registered non-profit organization, please provide complete name)

Members of ensemble (if applicable) _____

Contact name _____

Position _____

Mailing address _____

Town/City _____ Postal Code _____

Physical address (if different from mailing address) _____

Telephone _____ Email _____

What type of organisation are you? (Check one)

Community association

Industry association

Municipal government

First Nation

Artist collective

School council

Registered non-profit organization (attach copy of *Certificate of Good Standing* from Corporate Affairs)

Amount of funding requested \$ _____ Total budget of project \$ _____

Project start date _____ Project end date _____

Declaration of applicant:

We are submitting this application for the purpose of obtaining financial assistance from the Government of Yukon. The statements herein and in all further submissions in regard to this application are, to the best of our knowledge, true and correct. We submit that, to the best of our knowledge, all aspects of this proposed project will be in compliance with existing municipal, territorial and federal codes, guidelines and laws. We agree to allow representatives of the Government of the Yukon access to the site and premises of the project described in this application, to inspect the books and records, to make inquiries and credit checks, and to obtain all pertinent information necessary to evaluate this application. We understand that all or part of this application may be made available to the public in accordance with the Access to Information and Protection of Privacy Act. We declare that we owe no debts to the Government of Yukon.

Signature of applicant

Date



BUDGET SUMMARY & STATISTICS FORM

COMPLETE THIS PAGE AND INCLUDE IN YOUR APPLICATION

Project Name _____

Part 1: Budget Summary - please summarize from your overall budget into the following general categories to accommodate programme evaluation and impact measurements. **Also include the detailed budget with your application.**

<i>Cost Summary</i>	<i>Budgeted Costs - Application</i>	<i>Actual Costs- Final Report</i>
EXPENSES	//////	//////
Artistic Fees and Expenses		
Administration Fees and Expenses		
Promotion		
Production Expenses		
Other		
TOTAL EXPENSES		
REVENUE	//////	//////
Earned Revenue (fees, tickets, etc.)		
Fundraising (i.e.: donations and in-kind contributions)		
Applicant in-kind equity		
Applicant cash equity		
Other government funding		
SHORTFALL = REQUEST TO ARTS FUND		
TOTAL REVENUE		

Part 2: Statistics - estimate the following event/activity statistics related to your project. If some items do not apply, please explain.

	<i>Estimate - Application</i>	<i>Actual- Final Report</i>
Number of events or activities		
Audience/public attendance/participation		
Employment (# of hours of employment x #of people÷ 40 hrs)		
Number of volunteers		
Total number of volunteer hours		



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APPLICATION CHECKLIST

COMPLETE THIS PAGE AND INCLUDE IN YOUR APPLICATION

My application includes:

- A completed and signed Cover Sheet
- This application checklist
- A detailed project description which describes how the project addresses the application requirements, Arts Fund criteria, and the Arts Policy principles
- A completed Budget Summary & Statistics form
- A detailed project budget that includes all projected costs and revenues that match the figures on the summary form
- A project timeline
- If applicant is a collective: a list of collective members and their contribution to the project
- If applicant is a society: a copy (original not required) of the certificate of good standing or customer memo from the Registrar of Societies
- All pages are 8 ½ x 11" (proposals will be photocopied)

Please list any other attachments (bios, support letters, evaluations of previous projects) that support and strengthen this application.
