

Application & Guidelines



Arts Operating Funds
Annual Project Component

Project funds for groups with established annual arts projects that foster the development of the arts in Yukon.



Application Deadline:

February 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.

Arts Operating Funds – Annual Project Component

Objectives

The objectives of Arts Operating Funds are:

- To encourage the development of the arts and to enhance the contribution of the arts to the Yukon; and
- To support arts organizations towards sustainable and effective planning, governance, and allocation of human and financial resources to meet their arts mandates and activities.

Arts Operating Funds consists of an *Annual Operating Component* and an *Annual Project Component*. The objectives of these separate components are as follows:

- *Annual Operating Component*: to support operating and program costs for groups with on-going and year round activities;
- *Annual Project Component*: to support project costs for groups with on-going annual projects.

Results and Outcomes

The intended results and outcome of Arts Operating Funds are to encourage the development of the arts and to enhance the contribution of the arts to the Yukon. This will be achieved by providing the necessary resources to foster arts organizations' capacity and capability to reach their artistic, audience development, community, governance, planning, operations, and financial goals.

Eligibility - Annual Project Component

Eligible applicants include Yukon non-profit societies, First Nations, school councils, municipal governments, local advisory councils, and industry associations with an arts-focused project that meets the following criteria:

- For organizations, the applicant is in good standing with the Registrar of Societies for 2 consecutive years prior to the application
- The project fosters the creative development of the arts in the Yukon and supports the Yukon Arts Policy principles
- The project is arts-focused, including literary, visual or performing arts
- The project is an established annual activity that has occurred for at least three years

Eligible Costs

Eligible costs under the Annual Project Component include project-specific costs related to:

- artistic fees and expenses
- project co-ordination
- product development
- production costs
- audience development

Limitations to Funding

Organizations whose projects are not focused specifically on arts-related activities may not receive funding under the Annual Project Component.

Ongoing, permanent administration costs are not eligible for groups applying under the Annual Project Component.

Only well-established projects will be considered for this funding. Newer projects or singular events should be submitted to the Arts Fund.

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 applicants 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 Operating Component (previously the Yukon Arts Funding Program)– such expenses should be part of the applicant’s contribution to the project
- Expenses not directly related to the project

Funding Thresholds

There are no maximum funding amounts specified for the Annual Project Component, however funding is competitive. Anticipate that applications for funding will continue to exceed resources and that there will be more eligible applicants than available funds.

Funding available is limited and may fluctuate depending on available resources. Funding requests should be proportionate to the impact of the applicant’s activities 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.

TO APPLY:

Application Requirements

Applications should be clear and concise and should include:

- A report, financial statement and evaluation of the previous year's project
- A completed and signed Cover Sheet (attached)
- A detailed project description which addresses application requirements, AOF Annual Project criteria, Arts Policy principles (found in this package) and the following considerations:
 - what are the objectives of the project
 - how these objectives will be achieved
 - what are the benefits of the project
 - who benefits from the project
 - how the project's success will be measured and evaluated
 - a description of resources and background that qualify the applicant and its project partners to complete the project
 - an explanation of any significant discrepancies from the previous year's project or budget
- A project timeline
- A detailed project budget outlining all expenses and revenues for the project
- A completed Budget Summary & Statistics form (attached)
- Any other relevant attachments (letters of support, for example) that support and strengthen your application

AOF Annual Project Criteria

- The relevance of the project to Yukon arts development and benefits to the Yukon
- The degree of community exposure and participation that the project will receive
- Demonstration of a thorough investigation of alternate funding sources
- The degree of earned revenue, fundraising, or fee for service components of the application
- The nature and extent of the applicant's financial contribution
- Projects should be no longer than one year in duration, and may not begin before the application is submitted.

Submit all applications to:

Fund Administrator, Arts Section
Department of Tourism and Culture

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

mail: Arts Operating Funds – Annual Project Component
Box 2703 (L-3), Whitehorse, Yukon Y1A 2C6

telephone: toll-free, 1-800-661-0408 ext. 3535/or 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**

The deadline to apply for Arts Operating Funds is February 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 application should be mailed or delivered – signature required.

Late applications will not be accepted.

Personal information on this application is collected for the purpose of administering Arts Operating Funds in accordance with the Yukon Government Transfers 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.

Application and Approval Process

Assessment of Applications and Approval Process

Applications for Annual Project Component are assessed by the Yukon Arts Advisory Council. Applications are judged on the following criteria:

- Arts Policy principles as they pertain to previous year's and proposed activities of the applicant:
 - 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; and
 - Attention to artists at various levels of their development, including youth, community, and professional artists;
- Significance and impact of group's activities on the community (artists, audiences, other constituents);
- Evidence of strong artistic mandate, governance and management of the organization; and
- A realistic and viable budget and evidence of sound financial management.

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, required supporting materials as above and available budget.

Funding recommendations are forwarded to the Minister of Tourism and Culture for approval and announcement. Normally, 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. There may be a request for a new budget and revised plan of activities reflecting the confirmed grant amount. The media is notified of the award results after applicants have been notified.

Payments

Successful applicants are notified by a letter from the Minister of Tourism and Culture for the Government of Yukon. Staff communicates the payment schedule and reporting requirements. The schedule for payment is in accordance with Yukon Government transfer payment policy, including an analysis of the risk associated with the funding program.

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

Please Credit your Funders

In order to credit the funding agencies, groups are instructed to use the following message on all publicity related to their activities:

"Funding for this project [organization] is made possible through the assistance of the Arts Operating Funds - Annual Project Component, Department of Tourism and Culture, Elaine Taylor, Minister."

Please use this Arts Operating Funds logo where possible. Contact the Arts Section for electronic versions of the logo as needed.

Please keep this information with your records.

Accountability

The Department of Tourism and Culture collects information from successful applicants on the objectives achieved as a result of Arts Operating Funds 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.



COVER SHEET

COMPLETE THIS PAGE AND INCLUDE IN YOUR APPLICATION

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 _____ Fax _____ Email _____

What type of organization 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.

Signature of Board President/Chair

Date



BUDGET SUMMARY & STATISTICS FORM

COMPLETE THIS PAGE AND INCLUDE IN YOUR APPLICATION

Project Name _____

Part 1: Budget Summary - please summarize from your detailed budget into the following general categories to accommodate program evaluation and impact measurements. Also include the full, detailed budget in the 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 AOF ANNUAL PROJECT		
TOTAL REVENUE		

Part 2: Statistics - estimate the following event/activity statistics related to your project.

If items do not apply, please explain in the proposal.

	<i>Estimate - Application</i>	<i>Actual- Final Report</i>
Number of events or activities		
Audience/public attendance/participation		
Employment (estimate number of weeks of paid employment)		
Number of volunteers		
Total number of volunteer hours		



APPLICATION CHECKLIST

COMPLETE THIS PAGE AND INCLUDE IN YOUR APPLICATION

All pages should be 8 ½ "x 11" as proposals will be photocopied.
Please keep a copy of this completed application for your own records.

- A completed and signed Cover Sheet
- A detailed project description which describes how the project addresses the application requirements, AOF Annual Project criteria, and the Arts Policy Principles
- A project timeline
- A detailed project budget that includes all projected costs and revenues (figures should match the figures on the summary form)
- A completed Budget Summary & Statistics form
- Proof of good standing with the Societies Registrar (copy of certificate or customer memo)

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