



## Application Project Grants City of Belleville Community Arts & Culture Fund

### **Application Instructions (please do not submit this page)**

Ensure you read these instructions and the program's granting guidelines in full before beginning this application form.

For the City of Belleville Community Arts & Culture Fund, all applicants should review the objectives and consider how to develop their application considering these objectives.

Follow the instructions in this application document and in the granting guidelines so the Belleville Community Arts & Culture Fund Review Team (BCACFRT) can properly assess your application.

Terms such as innovation, collaboration, excellence, inclusion, diversity and access can have multiple interpretations. These terms have not been defined to allow applicants to present their own definitions and the BCACFRT to interpret and assess their meaning on a case by case basis as part of the adjudication process.

- First time applicants are strongly encouraged to contact City Staff early in the planning process to discuss their project.
- For general inquiries, please contact Krista Keller, Administrative Assistant, Recreation, Culture & Community Services Department. Send email to [kkeller@city.belleville.on.ca](mailto:kkeller@city.belleville.on.ca).
- For consultation about the proposed Project, and or more detailed inquiries, please contact Mark Fluhrer, Director of Recreation, Culture & Community Services Department. Send email to [mfluhrer@city.belleville.on.ca](mailto:mfluhrer@city.belleville.on.ca).
- This form is designed to be completed on your computer, however, please print and/or photocopy the required number of copies for submission. Submissions must be delivered to Recreation, Culture & Community Services in a well-marked, sealed envelope which should be addressed to:

**City of Belleville**  
**Recreation, Culture & Community Services**  
**Belleville Community Arts & Culture Fund**  
**Your (the organization) name**  
**Address or contact information**  
**Date of submission**



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### **Application Instructions continued (please do not submit this page)**

- If you are applying for a New Initiatives/Programs Grant or Existing Programs/Services Grant ensure you submit two separate applications. Do not submit them on one application.
- Be brief and concise. Use plain, non-technical language and avoid jargon.
- It is the applicant's job to ensure all required information is provided at the time of submission.
- In order to be fair to all types of applicants, and in consideration of the large quantity of materials presented to the jury as part of the City of Belleville Community Arts & Culture Fund adjudication process, we ask you submit only the requested information. If we require more information, we will contact you.
- Submit a single copy only, of the most recent Year-End financial statements for your organization or collective. Do not submit multiple copies. Do not attach this document to any copy of your application simply include it as an addendum to your package.
- Submit a single copy only of any partnership confirmation letters.



## Application Project Grants City of Belleville Community Arts & Culture Fund

### **Section 1: Signatures**

All applicants must complete this section

If your organization/collective is an incorporated non-profit organization and/or a charitable arts organization, this **form must** be signed by two (2) official signing officers (for a total of two (2) signatures).

If you are a collective applying without a sponsor, the application must be signed by two (2) signing officers of the collective.

If you are a collective applying with a sponsor (see Project Grant Guidelines), the application must also be signed by two (2) official signing officers from the sponsor (for a total of four (4) signatures).

Applications will not be accepted without original signatures. Applications must be signed and dated on or before the application deadline. No late, faxed, or electronic signatures will be accepted.

We have read and agree to all of the regulations, terms and conditions outlined in the Project Grant Guidelines for the City of Belleville Community Arts & Culture Fund and submit this project proposal for review. To the best of our knowledge the information provided herein is true. We understand and agree that:

- All funding decisions are final, and rest with the Belleville Community Arts & Culture Fund Review Team of the City of Belleville Grant Committee as ratified by City Council;
- If our organization/collective is successful in obtaining a grant, a contract will be entered into between the City of Belleville and you;
- Funding from the City of Belleville Community Arts & Culture Fund cannot be used to pay for expenses incurred prior to the official announcement of the City of Belleville Community Arts & Culture Fund Grant Recipients at Belleville City Council. Funds will not be provided to recover the cost of a project deficit;
- Applicants who undertake projects prior to confirmation of funding do so at their own risk;
- Any changes in scale, activities, key personnel, and/or timeframe must be reported immediately to the Director of Recreation, Culture & Community Services and the Chair of the Grant Committee for review. Any proposed



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changes must be agreed to by the Recreation, Culture & Community Services Department **before** they may be put into practice;

- If the applicants fail to carry through with the project as approved by City Council, they may be required to return the grant funds to the City of Belleville.

Name of 1<sup>st</sup> signing officer for applicant

Signature

Date

Name of 2<sup>nd</sup> signing officer for applicant

Signature

Date

**Complete if project is being sponsored by an eligible sponsor**

Name of 1<sup>st</sup> signing officer for sponsor organization

Signature

Date

Name of 2<sup>nd</sup> signing officer for sponsor organization

Signature

Date

**Section 2: Identification**

**All applicants must complete this section**

Project name

Common name of organization or collective



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Legal name of organization or collective

NOTE: The legal name of the organization or collective is normally the name in which the organization holds a bank account

Legal name of sponsoring organization

NOTE: If the organization or collective is being sponsored by another organization for the purposes of applying to the BCACF

Full mailing address of the organization or collective

Street name and number

City/province/postal code

Contact person and title

Daytime Telephone

Evening Telephone

Mobile Number

Email address

Website address, if available

Organization or collective has no overdue reports for any City of Belleville Community Arts & Culture Fund Program as of this deadline date

**Project Summary**

**Provide a brief summary paragraph of up to 100 words to describe the project.**

[insert text here]



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**Project Budget Summary**

Ensure these totals are reflected accurately in your attached budget form. Ensure you are submitting only the budget for your project and not the operating budget for the organization as a whole.

Total project revenues (including funds from all sources)

Amount being requested from the City of Belleville Community Arts & Culture Fund:

New Initiatives/Programs

**OR**

Existing Programs/Services

**Section 3: Organizational Information**

**Personnel**

Complete this section if you are an incorporated non-profit and/or charitable arts or cultural organization.

Number of paid personnel: Administrative  Artistic, production or technical

Number of unpaid personnel: Administrative  Artistic, production or technical

Number of volunteers: Board  Other volunteers

**List the members of the Board of Directors, along with their office, if any, on the board.**

[insert text here]

**List the members of the organization or other participants who will be involved with the project, if known. Very briefly, specify each person's role or responsibilities within the project.**



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[insert text here]

**Provide a brief biography for as many of the above participants as you feel will assist the jury in assessing your project. Indicate Belleville based artists with an asterisk.**

[insert text here]

**Complete this section if you are a collective**

**List the members of the collective or group who will be involved with the project. Briefly describe each person's role or responsibility within the project.**

[insert text here]

**List any other participants who will be involved in the project, if known. Very briefly describe each person's roles or responsibilities within the project.**

[insert text here]

**Provide a brief biography for as many of the above participants as you feel will assist the jury in assessing your project. Indicate Belleville based artists with an asterisk.**

[insert text here]

**History and Mission**

**All applicants must complete this section**

How many years has your organization or collective been serving in the Belleville community? If less than one year, select "New Organization or Collective" below.

Please select one:

New organization or collective

Existing organization or collective



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**Describe the mission statement or mandate for your organization or collective, your reasons for coming together as a group, and the artistic, cultural and/or community purposes you represent.**

[insert text here]

**Briefly describe your organization or collective's greatest accomplishments over its history, or, if more appropriate, over the past five years. If you are a new organization or collective, you are not required to complete this question.**

[insert text here]

**Organization Status**

All applicants must complete this section

Complete the following statement (select one only): "This organization or collective....."

a.

is an incorporated non-profit organization

Corporation number

Date of incorporation

b.

is a charitable organization, registered with the Canada Revenue Agency

Charitable registration number

c.

is a distinct and discrete arts or cultural organization (other than an academic unit of an educational institution), within a parent organization which is incorporated as a non-profit organization

Parent organization name

Corporation number

Date of incorporation





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- d.  is a collective applying under the sponsorship of an incorporated non-profit and/or registered charity
- e.  is a collective applying on their own

Organizations or collectives applying under sponsorship must complete the following

If you answered Section (d), provide the following required information about the sponsoring organization.

Legal name of sponsor

Sponsor charitable registration number

**OR**

Sponsor name

Corporation number  Date of incorporation

**Sponsors Full Mailing Address**

Street number and unit

City/province/postal code

Contact person for sponsor  Sponsor phone no.

Sponsor email

Sponsor website

**Section 4: Project Details**

All applicants must complete this section



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Project preparation start date   
(example: active preparation start date, rehearsal start date, start of the project)

Project event start date   
(example: expected exhibition or performance start date, if relevant)

Project event end date   
(example: expected exhibition or performance end date, if relevant)

Project completion date   
(example: when all elements of the project are expected to be complete)

**Project Description:** Describe the project, detailing both artistic and practical elements, including relevant artistic disciplines, purpose, format, content, artists, participants, venue, partners, resources and organizational elements, etc., as appropriate for the type of project. All artistic and practical elements should be reflected in your project budget. Project descriptions that do not conform or provide examples of artists, content and format may be viewed as lacking sufficient detail to assess the merits of the project.

[insert text here]

**Schedule:** List, in point form, the timelines and key milestones for your project.

[insert text here]

**Audience:** How will your project engage Belleville residents with the arts and culture?

[insert text here]

**Significance:** Describe the outcome of the project in the context of the participant's or the organization's goals. Explain why this project is significant and how it will benefit the applicant and/or the community.

[insert text here]



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**Explain how your project will build partnerships and collaborations.**

[insert text here]

Select if this is a recurring project

**If yes, above, how does the project address the BCACF objective or innovation?**

[insert text here]

**Back Up Plan: Describe how you will carry out the project should you experience a shortfall in planned project revenue, the loss of a key project component such as an artist, project partner or venue (what is your Plan B)?**

[insert text here]

**Evaluation: Describe how you plan to evaluate your project. How will you know if it is a success?**

[insert text here]

Have you done this type of project previously?

**If so, provide an evaluation of your most recent project as it relates to your proposed project.**

[insert text here]

**Section 5: Partnerships**

Only applicants with project partnerships are required to complete this section

In some cases the project may be collaborative of several organizations or collectives working together with one organization taking the lead. In other cases, organizations and collectives are supporting the project through:

- Providing funding to the project



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- Providing in-kind support to the project (office space, staff supervision, equipment, etc.)

List each organization, collective or agency committed to being involved in this project, as well as a contact person for each agency. You must also attach **a single copy** of a very brief letter signed by them confirming their participation and indicating what their role and contribution to the project will be. **Please note these are not letters of support.** They are letters confirming the commitment of each partner in the success of the project being proposed. Without a letter of confirmation, a listed partner cannot be considered part of your application. Submit **one copy** of each letter. Do not submit multiple copies. Do not attach these documents to any copy of your application but include them as an addendum to your package. Partner's contributions must also be reflected in Section 4: Project Details.

Number	Name of Organization	Contact Person	Contact Information (Telephone or email)	Confirmation Letter Attached
1				<input type="checkbox"/> Yes
2				<input type="checkbox"/> Yes
3				<input type="checkbox"/> Yes
4				<input type="checkbox"/> Yes
5				<input type="checkbox"/> Yes

**Section 6: Reference Letters**

Only applicants applying as a collective without a sponsor must complete this section



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If you are applying as a collective without a sponsor, you must include two letters of reference from members of the Belleville community who can speak to your collective's ability to execute this project successfully including your ability to be fiscally responsible.

Please note you must submit the original and copies of the letter with your applications.

Number	Position (if applicable)	Contact Information (Telephone or email)	Confirmation Letter Attached
1			<input type="checkbox"/> Yes
2			<input type="checkbox"/> Yes

**Section 7: Year-End Financial Statements**

All applicants must complete this section

We require a single copy of your organization's most recent financial statements. Submit one copy only. Do not submit multiple copies. Do not attach the financial statements to any portion of the application package simply include a single copy as an addendum to your package.

Please submit **one** of the following:

- If your organization or collective has year-end financial statements which have been audited or reviewed by a chartered accountant, please include a single copy of the most recent audited or reviewed financial statements. The City of Belleville Community Arts & Culture Fund Grants must be broken out on the financial statement, either in the body or as a note to the financial statement. Financial statements must be signed by representatives of the board/governing body.
- If your organization or collective does not have year-end financial statements which have been audited or reviewed by a chartered accountant, include a single copy of the most recent unaudited financial statements.
- If you are a collective applying with a sponsor, include a single copy of the most recent audited/reviewed (preferred) or unaudited year-end financial statements of the sponsoring organization.



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- If you are a collective applying without a sponsor, and do not have any financial statements, ensure your reference letters address your ability to manage finances.

### **Section 8: Project Budget**

All applicants must complete this section

Please fill out the “Proposed Budget” column in the attached City of Belleville Community Arts & Culture Fund Budget form.

- The Budget is to detail project Revenues and Expenses only, not the Operating Expenses of the organization as a whole. Do not submit the Operating Budget for your organization.
- For the Proposed Budget, the total Expenses for the project should balance with the total of all Revenues.
- Do not include in-kind contributions in the project budget.
- Please attach **budget notes** to explain the details of each revenue and expense line item as well as in-kind donations of services or goods essential to this project (e.g. salary \$7200 = 30 hours/week @ \$12/hour x 20 weeks; or equipment \$1200 = 1 computer/printer).
- **Budget notes** are required as part of an application.
- For any Resources you include in the Budget, please indicate in the “Confirmed” column if the funding is confirmed.
- Please include donations, sponsorships, grants and other financial assistance as Revenues. Clearly indicate in the “Confirmed” column which funding is confirmed.
- Please ensure the appropriate totals from the Proposed Budget are accurately entered in Section 2 under the Budget Summary Section of the application package.

Funding from the City of Belleville Community Arts & Culture Fund cannot be used to pay for expenses incurred prior to the official announcement of the City of Belleville Community Arts & Culture Fund Grant Recipients at Belleville City Council. Funds will not be provided to recover the cost of a project deficit. Applicants who undertake projects prior to confirmation of funding from the City of Belleville Community Arts & Culture Fund do so at their own risk.

### **Section 9: BCACF Project Form (Microsoft Excel) and Budget Notes**



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All applicants must complete this section

Please complete and attach in Excel format the BCACF Project Budget Form with any budget notes.

### **Section 10: Application Checklist**

**Please ensure the following are included in your submission, in the listed order:**

Original plus seven (7) copies (eight {8} total) of the completed application form, individually clipped (not stapled or bound) together, consisting of:

**Section 1: Signatures** (as appropriate) – Signed by two (2) signing officers of the organization **or** signed by three (3) members of a collective. If this is a sponsored application an additional two (2) signing officers of the sponsoring organization are required.

**Section 2: Identification**

**Section 3: Organizational Information**

**Section 4: Project Details**

**Section 5: Partnership**

**Section 6: Reference Letters**

**Section 7: Year-End Financial Statements**

**Section 8: Project Budget**

**Section 9: BCACF Project Budget Form (MS Excel) and Budget Notes**

- One copy only: Addendum A – Partnership Confirmation Letters (if applicable)
- One copy only: Addendum B – Year-End Financial Statements
- Entire package placed in one large envelope (or, if necessary, two large envelopes) for delivery to Recreation, Culture & Community Services as per the Application Instructions at the beginning of this Application.
- Do not submit the instruction pages with your application  
Do not bind or place each individual copy in its own envelope  
Do not include any additional materials
- Email one (1) copy of Sections 1 to 9 to [kkeller@city.belleville.on.ca](mailto:kkeller@city.belleville.on.ca)