

### **PROGRAM INFORMATION AND GUIDELINES**

(Application form begins on Page 4)

The Arts, Culture and Heritage Funding Program of the City of Fredericton is designed to encourage new projects or activities in the creative arts, culture and heritage sectors through the provision of small grants to eligible organizations.

Below are listed the areas of support, the types of eligible organizations, and examples of projects considered eligible and ineligible. A general rule applying to all grants is that the project or activity must take place in the City of Fredericton, and must be accessible to the general public. The program is not intended to support events or activities that generate funds for other organizations.

**Areas of Support:** Financial support is offered in three categories:

1. **Festivals, major events and series grants** – financial assistance up to a maximum of \$5,000 for the presentation of multi-day festivals, major events or series related to the creative arts, culture or heritage.
2. **Project grants** – financial assistance up to a maximum of \$2,000 for projects and activities related to the creative arts, culture or heritage.
3. **Community asset grant** – one-time financial assistance amounting to no more than 75% of the cost, to a maximum of \$5000, of purchase or repair of specialized equipment or infrastructure, to become a community asset shared among three or more eligible organizations.

**Eligibility:** Eligible organizations are:

1. Non-profit organizations whose primary purpose is presentation, promotion, or education with respect to the visual, performing, literary, media, or material arts in Fredericton, and who wish to undertake a project or activity of benefit to the community.
2. Non-profit organizations whose primary purpose is presentation, promotion, or education with respect to Fredericton's history or heritage, and who wish to undertake a project or activity of benefit to the community.
3. Non-profit organizations whose primary purpose is presentation, promotion or education with respect to a specific culture or cultures, and who wish to undertake a project or activity of benefit to the community. A specific culture is defined as a set of values, customs and traditions belonging to First Nations peoples or peoples of historical or contemporary settlement.

**Organizations that received a grant from this program in the past must have submitted a written report on their COMPLETED project to be considered for future grants. In the case of an arts, culture or heritage series extending into the current grant year, organizations must submit a short written progress report. Final report forms are available on-line or by calling the Heritage and Cultural Affairs Office.**

**Examples of projects or activities considered eligible:**

- Multi-day festivals, events or series pertaining to the creative arts, culture, or heritage
- Performances (theatre, music, dance, poetry/literature)
- Exhibitions pertaining to creative arts, culture or heritage subjects
- Workshops or seminars on the subject of the creative arts, culture or heritage
- Demonstrations of the creative arts, culture or heritage
- Educational programs or activities in the creative arts, culture or heritage

- Community assets (Examples include – but are not limited to – staging, lighting, tents, exhibit panels.)

**Examples of projects or activities considered ineligible:**

- Sales, exhibitions or events held in commercial premises
- Sustaining, operating or administrative expenses not associated with the project or activity
- Studies, plans, or strategies
- Conferences or professional development
- Travel
- Building renovation or repair
- Monuments, statuary and interpretative panels
- Purchase of uniforms or specialized equipment not as a community asset

**General Program Criteria:**

**Projects should ...**

- Stimulate appreciation of the creative arts, culture or heritage in the community;
- Build community support, increase membership, develop wider audiences, or attract visitors;
- Contribute to artistic or cultural achievement, or heritage skills within the community ;
- Improve financial stability and self-sufficiency ;
- Meet a specific community need in terms of a program or product that is not provided by the City of Fredericton.

**Evaluation:**

A jury of peers will review all applications and determine recipients and grant awards. The jury will be comprised of:

- One person familiar with festivals, major events and series pertaining to the creative arts, culture or heritage;
- One person familiar with other arts and cultural activities (including exhibitions and performances);
- One person familiar with activity in the heritage sector; and
- Two representatives of the City of Fredericton.

**To Apply:**

Complete the application form included with this package. The deadline for applications is **4:30 p.m, Friday, February 12, 2010**. APPLICATIONS RECEIVED OR POSTMARKED LATER THAN THIS DATE WILL NOT BE CONSIDERED.

**Questions?**

Contact the Heritage and Cultural Affairs Office, at:

City of Fredericton, P.O. Box 130, Fredericton, NB E3B 4Y7  
Telephone: (506) 460-2411 Fax: (506) 460-2894  
E-mail: [angela.watson@fredericton.ca](mailto:angela.watson@fredericton.ca)

**Note:** For an eligible activity that is unforeseen during the scheduled funding round, financial support to a maximum of \$500 is available at the discretion of the jury chair and support staff. Funds are limited. Call the Heritage and Cultural Affairs office for details.

**2010 ARTS, CULTURE & HERITAGE FUNDING PROGRAM  
APPLICATION**

**→ Please read the PROGRAM INFORMATION AND GUIDELINES included with this form.**

Applications must be submitted on or before **4:30 p.m., Friday, February 12, 2010**. Applications must be signed by an authorized signing officer of your organization. Before signing, please read the **Terms and Conditions** for the awarding of grants.

**CONTACT INFORMATION :**

Name of Organization \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
(include street, P.O. Box, postal code) \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail \_\_\_\_\_

If this is a joint request with another organization(s), please indicate (use a separate sheet if necessary):

Name of Organization \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
(include street, P.O. Box, postal code) \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail \_\_\_\_\_

**PROJECT DESCRIPTION:**

**→ Refer to PROGRAM INFORMATION AND GUIDELINES**

Your organization (or group of organizations) is applying for:

- Multi-day festivals, major events or series grant
- Project grant
- Community asset grant

Amount of grant request:        \$ \_\_\_\_\_

Please provide a detailed description of the project you will undertake (use a separate sheet if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project commencement date : \_\_\_\_\_

Project completion date: \_\_\_\_\_

How will your project meet the program criteria?

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Have you applied previously for funding under this program? Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, have you submitted your final report to become eligible for this year's funding? Yes\_\_\_\_\_ No\_\_\_\_\_

**YOUR ORGANIZATION:**

**→ To help us verify that the organization is in good standing, please attach at least one of: constitution, by-laws or letters patent and most recent financial statement.**

Date of formation or incorporation: \_\_\_\_\_

Organization's mandate: \_\_\_\_\_

Please provide a list of executive members of organizations(s) applying.

**FINANCIAL INFORMATION:**

Your project budget (please submit a detailed budget for your project, including the following):

1. Project expenditures (items and estimated amounts)
2. Project revenue (anticipated or confirmed revenue from all sources including but not limited to: other government sources, donations, sales, admission, fundraising, and sponsorships.)

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

**OTHER INFORMATION:**

You may include any additional documentation that you think would support your application, i.e. record of previous program activities, work samples, etc.

**AUTHORIZATION**

**→ Please read the *GENERAL TERMS AND CONDITIONS (below)***

This application must be signed by an authorized signing member of the Board of Directors.

**General Terms and Conditions**

- (a) All projects must be completed in the calendar year or season in which they are awarded.
- (b) Grants cannot be awarded retroactively.
- (c) The same project will not necessarily be supported in a succeeding year.

- (d) Grants are to be used only for their intended purpose. A grant recipient that uses funds improperly, ceases operation, or knowingly provides false information, shall be responsible for repayment of the grant in whole or in part, at the discretion of the City of Fredericton.
- (e) No assignment of a grant may be made to another party without the written consent of the City of Fredericton.
- (f) The recipient shall be expected to keep and maintain all records, invoices and receipts.
- (g) The recipient shall consent to the release of information about the project and the amount awarded.
- (h) The recipient shall comply with all City by-laws and regulations, and shall be responsible for obtaining all necessary permits and approvals.
- (i) The City of Fredericton shall not be liable for any damages, injury, and loss of revenue as a result of the project undertaken, and shall not be held as a partner or otherwise responsible for any obligation related to the funded organization.
- (j) The recipient shall acknowledge the support of the City of Fredericton in all publicity and programs relating to the project.
- (k) The recipient shall provide a report to the City within **two (2)** months of completion of the project, outlining the outcome of the project, revenue and expenditures.

***I have read the general terms and conditions as stated in this application.***

Signature: \_\_\_\_\_  
Name (please print): \_\_\_\_\_  
Date: \_\_\_\_\_

**Please mail or hand-deliver your application, to be received or postmarked no later than 4:30 p.m., Friday, February 12, 2010.**

**Mail:**  
Arts and Heritage Funding Program  
City of Fredericton  
P.O. Box 130, 397 Queen Street  
Fredericton, N.B. E3B 4Y7

**Hand Delivery:**  
Service Centre, back door, City Hall  
397 Queen Street

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**Questions?**

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Telephone: (506) 460-2411  
Fax: (506) 460-2894  
E-mail: [angela.watson@fredericton.ca](mailto:angela.watson@fredericton.ca)  
or write to the address above.

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