

Program Information, Guidelines and Criteria (Application form begins on Page 3)

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 Cultural Development Officer.

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 and Evaluation:

Applications will be evaluated on how well proposed project meets the following criteria:

- 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.

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 pm Friday, February 10, 2023**. APPLICATIONS RECEIVED OR POSTMARKED LATER THAN THIS DATE WILL NOT BE CONSIDERED.

Submit applications:

By email: culture@fredericton.ca

By Mail: Arts, Culture & Heritage Funding Program - City of Fredericton
Recreation, Culture & Community Development
397 Queen Street, Fredericton, NB E3B 1B5

In Person: Service Centre, City Hall (back entrance), 397 Queen Street

Questions?

(506) 471-3378 or culture@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. Contact the office for details.

APPLICATION FORM – 2023 ARTS, CULTURE & HERITAGE FUNDING PROGRAM

SECTION 1 – GENERAL INFORMATION

Name of Organization: _____

Mailing Address (street, P.O. Box, postal code): _____

Contact Person: _____

Telephone: _____ E-mail: _____

Is this a joint application with another organization(s)? Yes _____ No _____
Please indicate name(s) of organizations under the Project Description.

Has your organization previously received funding under this program? Yes _____ No _____

If yes, has a Final Report been submitted (to be eligible for this year's funding)? Yes _____ No _____
Final Report for most recent project must have been submitted before this application will be considered.

This application is for (please check one):

_____ Multi-day Festival, Major Event or Series (up to \$5,000)

_____ Project (up to \$2,000)

_____ Community Asset (up to \$5,000)

Amount of Grant Request: \$ _____

Project Name: _____

Project start and end dates: _____

SECTION 2 - ORGANIZATIONAL STANDING

Has your organization previously received funding under this program in the last 3 years?

___ YES ___ NO

IF YES:	IF NO:
Please submit: <ul style="list-style-type: none">• Most recent financial statement	Please submit: <ul style="list-style-type: none">• Organization's mandate• List of executive members• Date of formation or incorporation• Most recent financial statement• Constitution• By-laws• Letters patent

Non-profit registration number: _____

Date of formation or incorporation: _____

List Executive Members of your organization (list below or attach).

If this is a joint request with another organization(s), indicate the organization(s) name, contact name, phone, email and complete mailing address (list below or attach).

SECTION 3 - PROJECT DESCRIPTION AND CRITERIA

Description - Attach (or use space below) detailed description (1 – 2 pages) of the project you will undertake. You may include any additional documentation that you think would support your application, i.e. record of previous program activities, work samples, etc.

Summary of previous year's event - If you received this grant last year (for this project/event or something different), please include a summary of last year's project/event including attendance figures, revenues, volunteers. You must have also submitted a Final Report 2 months following the completion of your event/project to be eligible for a grant.

Program Criteria – Attach (or use space below) a description (half page) of how your project meets the program criteria.

SECTION 4 – BUDGET

_____ Multi-day Festival, Major Event or Series (up to \$5,000)
_____ Project (up to \$2,000)

If this is a Community Asset Grant Application, please use second table below

Budgets must be balanced and should not include the entire operating budget for your organization, but rather be specific to the project you are requesting funds for, as outlined in the project description. Add lines or budget types as applicable.

REVENUE	Details	Estimated
Federal		
Provincial		
City of Fredericton		
Tickets/Admissions		
Advertising Sales		
Sponsorships		
Fundraising and Donations		
In-Kind (specify)		
Other		
Total Revenues		
EXPENSES		
Artist Fees		
Artist, Hospitality and Travel		
Professional/Technical Fees		
Venue Rental		
Equipment Rental		
Advertising and Promotion		
Supplies		
Insurance		
Licensing		
Other		
Total Expenses		

COMMUNITY ASSET GRANT BUDGET (to be completed for Community Asset Grant applications)
 Add lines or budget types as applicable.

Item	Cost
Applicants Contribution (25% of total)	

SECTION 5 - AUTHORIZATION

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

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.
 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 Terms and Conditions as stated in this application.

Signature: _____ Date: _____

Name and position (print): _____

Form No.:	LIV-FRM-034E	Issue No.:	1.2
Service:	Cultural Development	Issue Date:	14/01/03
Sub-Service:	Cultural Support	©	May 25, 2001
Printed On:	January 6, 2023		