



APPLICATION FORM – 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

_____ Project

_____ Community Asset

Amount of Grant Request: \$ _____

Project Name: _____

Project start and end dates/Year: _____

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
☐ Project

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): _____