

<b>Contact Information</b>	<b>SECTION 1</b>
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Organization Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Tel (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Incorporation Number (first-time applicants must also submit proof of Articles of Incorporation and Amendments thereto) \_\_\_\_\_

<b>Discipline</b>	<b>SECTION 2</b>
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Dance	Film & New Media	Literary
Music	Theatre	Visual Art & Craft

<b>Organization Mandate</b>	<b>SECTION 3</b>
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The mandate cannot be attached. It must be provided in this space.

<b>Previous Grant Information</b>	<b>SECTION 4</b>
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Have you previously received an Arts Organizations grant from the City of St. John's? -

Yes                  No

If yes: For what amount? \_\_\_\_\_ In what year? \_\_\_\_\_

Grant Request

SECTION 5

Amount requested \_\_\_\_\_ Percentage of total organizational budget \_\_\_\_\_

Mandatory Information

SECTION 6

1. Organization Overview

- a. Organization’s mission, vision, or constitution.
- b. Overview of last year’s programming and progress.
- c. Overview of planned programming for upcoming year.

2. Financial Statement and Budget

- a. Detailed balanced budget for the upcoming fiscal year. Clearly show revenues and expenses, including your request to the City. **Indicate all sources of revenue as either confirmed or pending.**
- b. Financial statements for the organization’s last completed fiscal year. Must include a list of revenues and expenses, annual surplus/deficit or the last completed year, and accumulated surplus/deficit for the organization.
- c. Most recent audit or review engagement (if available).

Support Material

SECTION 7

Check the materials included with this application (see below for electronic submissions instructions):

Photographs

DVDs/CDs

Printed Material (maximum 10 pages)

Other (please describe) \_\_\_\_\_

DO NOT submit USB drives as they will not be reviewed.

For first-time applicants: Submit Two Letters of Reference. Referees should have expertise in the specified discipline, should be familiar with the organization, and should be briefed about the programming for which you are seeking support. The letter of reference should offer an informed artistic assessment of the programming and the organization’s capability to carry it out. Provide referee details below and include letters of reference with your application.

Referee #1

Name \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Professional relationship to organization \_\_\_\_\_

Referee #2

Name \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Professional relationship to organization \_\_\_\_\_

It is the responsibility of the applicant to ensure all required information is submitted. Incomplete applications will be considered ineligible.

I AFFIRM THAT the information in this application is accurate and complete and the financial information is fairly presented. I agree that once funding is provided, any change to the organization program delivery will require notification to the City of St. John’s. I agree to publicly acknowledge funding and assistance by the City of St. John’s. I understand that the information provided in this application may be accessible under the Access to Information Act. I also agree to respect the spirit and intent of the various acts governing the programs of the City of St. John’s.

Signature of two principal officers of the group or organization:

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Important Information:** Applications must be received no later than 4:00 p.m. on last Friday in November. Ensure that you have completed all sections and included all requested documentation. Incomplete applications will be considered ineligible.

Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed for the purpose of grants administration. Questions about the collection and use of the information may be directed to the Supervisor of Tourism and Events, Community Services: [citygrants@stjohns.ca](mailto:citygrants@stjohns.ca).

**Submissions Information**

Email: [citygrants@stjohns.ca](mailto:citygrants@stjohns.ca) with the subject line “City Grants-Organization.”

Emails including all attachments **must not exceed 25MB**. Acceptable file formats are: pdf, docx, xlsx, jpg, png, mp3, wav, mp4, mpeg, mov, zip.

**For More Information**

Email: [citygrants@stjohns.ca](mailto:citygrants@stjohns.ca)

Call: (709) 570-2186