



Lacombe Arts Endowment Fund Grant

Program Guidelines and Application Form

1. Purpose

To support the ongoing artistic development of individual artists and or not for profit organizations by providing a grant for specific arts based training or arts development. Individual artists whose primary residence is located in Lacombe or Lacombe County, and not for profit organizations whose office / address is located in Lacombe or Lacombe County are eligible to apply.

2. Eligible projects For Individuals

Training and development, including workshops, master classes, artist in residence, mentorship programs or professional courses of study in the arts. ***All art forms, including visual, performing and literary arts will be considered. All artists, regardless of age are eligible to apply for this grant.***

3. Grants to minors

If the applicant is under the age of 18 at the time of application, the following requirements must be met:

- a. A parent or legal guardian must sign the Application Form as the Designate for the grant.
- b. The Designate is responsible for the following:
 - i. Completeness and accuracy of the Application Form.
 - ii. Receipt and use of the grant funds.
 - iii. Serving as a contact person for all inquiries related to the grant.

4. Grants to Not for Profit Organizations

Not for Profit Arts organizations that provide opportunities to benefit their organization and / or community are eligible to apply. These may include regional or provincial competitions, bringing in a recognized Instructor to teach, and then offering a concert, dance recital, reading, live theatre production, art exhibition etc. for the public to attend. These events should be free of charge to the public, however if an entry fee is charged to the public, 25% or an agreed upon amount of the profits are to be donated back to the Arts Endowment Fund.

5. Grant Conditions

- a. The maximum grant under this program will not exceed \$2,500.
- b. Applicants may apply for up to 100% of eligible expenses that are directly related to the proposed project, including, but not limited to:
 - i. Tuition and training fees (mandatory component).
 - ii. Artists' supplies.
 - iii. Transportation and accommodation.
 - iv. Other expenses considered by the Granting agency to be reasonable and necessary.
- c. **Grant recipients must return the funds if reporting requirements are not met.**

- d. Grant recipients may request in writing an extension to their project completion date. A single extension may be considered.
- e. Applicants may be awarded a grant once each year.
- f. Successful grant applicants who do not abide by the requirements may not be eligible for future grants from the Lacombe Arts Endowment Fund.

6. Giving Back to the Community

- a. Grant recipients are required to give back to their community to share the skills learned through courses taken via receipt of their grant. This may be in many forms:
 - i. Music: playing at an Arts Endowment Showcase, Encore Art Sale, or a Music in the Park pre-concert, or host a concert of your own for the community.
 - ii. Visual Arts: volunteering at the Encore Art Show & Sale or teaching a class at a guild or school.
 - iii. Volunteering at an arts-based fundraiser in Lacombe or Lacombe County.
 - iv. Other - volunteering at an arts event such as the Culture & Harvest Festival.
 - v. Not for Profit Organizations will offer some sort of event the public may attend.
 - vi. The applicant / organization must explain how they plan to give back to the community on their application.

7. Application Requirements for Individuals

- a. Detailed description of the project, including an outline of the objectives, planned activities, schedule, and the expected results and benefits.
- b. Proposed budget, including amount requested.
- c. Current resume of no more than four pages, including previous years of study in their field.
- d. Supporting audio/visual materials.
 - i. For visual artists – one set of five (5) images of recently completed work. Provide a numbered inventory of the images, including title, medium, size and year of execution. Acceptable formats:
 - 1. One memory stick, CD ROM or DVD ROM compatible with MS Windows operating system and with images in JPEG format with a resolution of 72 dpi; and a maximum size of 1024x768 pixels and 500K (0.5MG).
 - ii. For performing artists, including but not limited to music and dance - two audition pieces on one memory stick or DVD that is playable in a commercial DVD player. The two audition pieces together must not exceed four minutes in length, and must duplicate the experience of a live audition. One audition piece must relate to the program of study, such as classical, contemporary, jazz, modern, folk, etc. The second piece must be in a contrasting style.
 - iii. For literary artists – two writing samples of no more than ten pages each. Samples must be clean copies on white, single-sided, unbound 8 ½" x 11" paper, double spaced and with a font size of 12 or larger. A PDF file of each written sample must also accompany the application.

8. Not for Profit Organizations:

- a. Full description of the organization including the mission statement, and who within the organization or the public will benefit from the grant.
- b. The project budget, and your organization's budget for the year.
- c. A detailed description of the project, including an outline of the objectives, planned activities, schedule, and the expected results and benefits for the organization and the public.
- d. Background information of Instructor(s); their professional qualifications & training, and previous instructional experience if classes are being offered.
- e. Date(s) of public event (s) to be held if the public is not participating in the project the funding is being asked for.
- f. The Lacombe Arts Endowment Fund must be recognized in all advertising for the event or training opportunity.

9. Application Format

- a. Applications and support materials must be received by 4:30 p.m. mountain time the last business day of March.
- b. Faxed copies will not be accepted.
- c. Request an e-mail receipt confirmation if you are e-mailing your application. Be aware there is a maximum of 10 mgs per email that our system will accept.
- d. Late or incomplete applications will not be considered.
- e. Submissions and audio/visual support materials will not be returned.

Note: We recommend that you do not wait until the last week to submit your application. If there are issues with dvd's, thumbdrives, downloading files etc., there may not be time to reach you before the submission deadline to rectify the problem.

Be pro-active and get your submission in early!

10. Assessment and Notification – Jurors of the Lacombe Arts Endowment Fund will consider each project based on these general criteria, as well as the qualifications of the educator and/or institute:

- a. The artistic, educational or promotional merit of the project.
- b. Qualifications of the school to be attended, and / or of the Instructor(s).
- c. The appropriateness of the budget.
- d. Impact of the project.
- e. Jurors may also consider the applicant's:
 - i. Level of training and experience.
 - ii. Personal objectives.
 - iii. Performance and achievements both past and present.
- f. Applicants will be notified within 72 hours of the Jury's decision.
- g. The committee may or may not grant the full amount requested.

11. Reporting – Grant recipients must submit a report upon completion of the project that demonstrates that grant funds were utilized on the activities described in the application. This report is due 60 days after the stated completion date of the project and must include the following:

- a. Complete financial report, showing use of the grant funds.

- b. Copies of receipts.
- c. Description of the results of the project, with an evaluation of its success in relation to the original objectives.
- d. Supporting letters from the educator and/or institute.
- e. Any reviews, etc. in which the applicant's project was mentioned.
- f. A copy of visual work produced, if applicable.
- g. When you will give back to the community via volunteering, offering a course or other opportunities described in #6 above.

12. Grant Stacking – Grant stacking is defined as the use of grant funds from the same organization or granting body in order to meet applicant investment level requirements for different grant programs. It is also defined as applying to multiple grant programs from the same source for one initiative. If an applicant has applied for grant funding from the Recreation & Culture Grant, Facility Rental Financial Assistance Grant, Community Builder Partnership Grant, FCSS External Grant funds, Business Partnership Grant, or the Business Storefront Grant, they are not eligible to receive funds from the Arts Endowment Fund. If they receive funding from any of these agents after receiving the Endowment Funds, then they must return the lesser amount to the originating source of funds.

13. Deadline – Grant applications must be received by **4:30 P.M.** Mountain time on the **last business day of March.**

14. Please address your application to:

Lacombe Arts Endowment Grant
Attention: Lacombe Arts Endowment Committee
C/O City of Lacombe
5432 – 56 Avenue
Lacombe, AB. T4L 1E9

Lacombe Arts Endowment Grant Application Form

(Residents of Lacombe & Lacombe County Only)

Category: Visual Arts ____ Performing Arts ____ Literary Arts ____

Applicant or Not for Profit Organization (NPO) _____

Street Address _____

City/Town _____ Province _____ Postal Code _____

Phone _____ NPO # _____

Email _____ Facebook/Instagram: _____

Project Start Date _____ Project Completion Date _____

Brief Project / Educational Plan Description:

Requested Grant Amount: _____ (max \$2,500)

CHECKLIST:

- Completed Application Form and signed Application Agreement.
- A cover letter with a detailed course description, schedule of study or project, and how you or your organization will give back to the community.
- Detailed budget.
- Current resume or required Not for Profit documentation.
- Supporting audio / visual / written materials.
- Letter of acceptance if accepted into a specific course.

Application Agreement

I agree to comply with the following requirements:

- Any funds awarded will be used solely for the purpose for which the grant was approved and any funds not so used will be returned to the Lacombe Arts Endowment Fund.
- I agree that the guidelines form part of the application and agree to be bound by them.
- I have reviewed this application and agree to the best of my ability, confirm that the information contained within is true and complete in every respect.
- I will submit a report within 60 days of course completion.

Signature _____ Date _____

I found out about this grant from _____

If the Applicant is under 18 years of age or has a legal guardian, the Designate must complete the following:

I agree that I am the Designate for this grant application and I assume responsibility for the use of grant funds and compliance with all requirements stated in the Guidelines and Application form.

Signature of Designate _____

Name (please print) _____

Street Address _____

City / Town _____ Province _____ Postal Code _____

Phone _____ Email _____

Dated: _____

The personal information that you provide to the City of Lacombe is collected under the authority of the *Alberta Freedom of Information and Protection of Privacy (FOIP) Act* – Section 33(c). The information will be used for the Arts Endowment Application process only. Collected personal information is protected from unauthorized access, collection, use, and disclosure in accordance with the *FOIP Act*, and can be reviewed and corrected upon request. Questions regarding the collection of personal information can be directed to: FOIP Coordinator, City of Lacombe, 5432-56 Ave, Lacombe, AB T4L 1E9, 403-782-6666 or 403-782-1281, foip@lacombe.ca.