

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

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

Address \_\_\_\_\_

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

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

Incorporation Number (first-time applicants to 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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Did you receive a grant from the City of St. John's last year? Yes      No

If yes, for what amount? \_\_\_\_\_

<b>CS – Grants to Arts Organizations Application</b>	<b>Community Services</b>
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Previous Grant Information Continued	<b>SECTION 4</b>
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Has a final report been submitted for that grant?                      Yes              No              With this application

Grants will not be issued unless final reports from previous grants have been received.

Grant Request	<b>SECTION 5</b>
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Amount requested \_\_\_\_\_ Percentage of total budget \_\_\_\_\_

Mandatory Information	<b>SECTION 6</b>
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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	<b>SECTION 7</b>
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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.

Letters of Reference (first-time applicants only)

**SECTION 8**

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.

Referee #1

Name \_\_\_\_\_

Contact Number \_\_\_\_\_

Email \_\_\_\_\_

Referee #2

Name \_\_\_\_\_

Contact Number \_\_\_\_\_

Email \_\_\_\_\_

Applicant Declaration

**SECTION 9**

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 enclosed all requested documentation. Incomplete applications will be considered ineligible. Do not bind or staple your application.

Privacy Notice

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**

<p><b>Electronic</b></p> <p>Email: <a href="mailto:citygrants@stjohns.ca">citygrants@stjohns.ca</a> with the subject line “City Grants-Organization.”</p> <p>Emails including all attachments <b>must not exceed 25MB</b>. Acceptable file formats are: pdf, docx, xlsx, jpg, png, mp3, wav, mp4, mpeg, mov, zip.</p>	<p><b>For More Information</b></p> <p>Email: <a href="mailto:citygrants@stjohns.ca">citygrants@stjohns.ca</a></p> <p>Call: (709) 570-2186</p>
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