

Application and Guidelines

Arts Fund

For group projects that foster the development of the arts in Yukon

(Individuals may not apply)

Read the application guidelines carefully for details about eligibility, the purpose of the program, and how to apply.

Contact the arts advisor to discuss applications prior to the deadline.

Be sure the proposal includes all the required materials and forms: fill in all sections of the forms and use the checklist to confirm that you are preparing a thorough proposal.

Submit the complete proposal and all supporting materials on or before the deadline.

Application deadlines: March, June, September and December 15

Overview

Objectives

The objectives of Arts Fund are:

- To offer funding assistance to group projects that are arts-focussed
- To foster the creative development of the arts in the Yukon
- To support the principles of the Yukon Arts Policy

Results and outcomes

The intended results and outcomes of the Arts Fund are to encourage activities of communities, arts collectives, non-profit groups and First Nations in the performing, literary and visual arts. Arts Fund projects encourage participation in and an appreciation of the arts, engage wide public participation, develop young, emerging and advanced artists, and animate Yukon communities and events.

Eligibility

Eligible applicants are Yukon-based artist collectives, non profit organizations, community associations, industry associations, First Nations governments, school councils, local advisory councils, and municipal governments. Projects vary but may include festival development, special initiatives, training, performance and event production.

Eligible projects clearly address Arts Fund criteria and the Yukon Arts Policy principles.

Limitations to funding

Projects, expenses and applicants not eligible for funding are:

- Individuals
- Capital projects (equipment, uniforms, renovations, facilities)
- Projects that start prior to application deadline
- Projects that will begin before assessment results are expected (approx. 8 weeks from deadline - such projects are discouraged because they put the assessors and the applicant in a difficult position)
- Projects that directly compete with local private sector initiatives
- Administration expenses for organizations which already receive funding under the Arts Operating Funds program (such expenses should be part of the applicant's contribution to the project)
- Administration or artistic fees for artist collective applicants
- Ongoing, multi-year costs that will result from the project
- Expenses not directly related to the project

Generally, only one project will be funded per applicant in any given fiscal year. There may be exceptions to the one project per year rule that are appropriate due to timing of projects, for applicants that break down projects into logical components and apply for them separately or for applicants that may be members of different collectives.

Eligible costs

Eligible costs include:

- Artistic fees and expenses except as noted in limitations
- Administration fees and expenses except as noted in limitations (any administrative expenses included in the project budget should be clearly itemized, not added as a percentage of project costs)
- Promotion
- Production expenses
- Other costs that are directly and reasonably related to the project
- Consideration will only be given to expenses directly related to the project

Funding thresholds

Applicants may request up to a maximum of 70% of eligible project expenses. The remainder of the project budget must be funded from other sources and applicants are expected to provide an equity contribution.

Funding is competitive. Anticipate that applications for funding will continue to exceed resources and that there will be more eligible projects than available funds.

Available funding is limited (the total fund is \$500,000 per year and the Arts Fund typically funds 50-70 projects per year), so the funding requested should be proportionate to the impact of the applicant's project and based on realistic figures.

Conditions of funding

The Conflict of Interest clause of the Arts Act [section 7] and the Yukon Government *Conflict of Interest Policy* are considered during the assessment and administration of the funding process.

Applicants must declare that they do not owe any debts to the Yukon Government.

Assessment of applications and approval process

The deadlines for the Arts Fund are: March 15, June 15, September 15, and December 15. Applications must be received or postmarked by 4:30 p.m. on the deadline date. If a deadline falls on a statutory holiday or a weekend, the deadline will be extended until 4:30 p.m. on the next working day.

Late applications will not be accepted.

Note that department staff do not make funding decisions, but do facilitate the application and assessment process. Applications are assessed by the Yukon Arts Advisory Council based on the criteria and required supporting materials.

Funding recommendations are forwarded to the Minister of Tourism and Culture for approval and announcement. Applicants will be notified in writing of the results within 8 weeks of deadline. With this in mind, applications for projects that will begin before results are expected are not encouraged. The media is notified of the award results after applicants have been notified.

Payments

Transfer Payment agreements between the Government of Yukon and successful applicants outline the terms of funding, payment schedule and reporting requirements. The schedule for payment is in accordance with Yukon Government Transfer Payment Policy.

Registered Societies must be in compliance with the Societies Act whenever an invoice is submitted.

Note that Arts Fund is considered shortfall funding and payments of awards will not exceed what is necessary to execute the project regardless of the maximum eligible amount.

Accountability

The Department of Tourism and Culture collects information from successful applicants on the objectives achieved as a result of the Arts Fund and prepares annual reports with aggregate information to be submitted as a part of the annual departmental budgeting process. The information collected and reported includes quantitative statistics (e.g. audience attendance, number of venues) and qualitative feedback and evaluation.

To apply

Required supporting material

1. A detailed project description which demonstrates a majority of the following criteria and addresses the principles of the Yukon Arts Policy:
 - *Arts Fund criteria:*
 - Demonstrated investigation of alternative funding sources
 - Degree of earned revenue, fundraising or fee for service component(s) of the project
 - Extent and nature of the applicant's contribution
 - Relevance to Yukon arts development and benefits to the Yukon
 - Degree of community exposure and participation
 - *Arts Policy principles:*
 - Appreciation of the value of the artist as the centre of operations
 - Low proportion of administration to production expenses reflected in budgets
 - Multiplicity of funding sources for operations
 - Involvement of communities outside of Whitehorse
 - Meaningful attention to First Nations' access to programs and services
 - Attention to artists at various levels of their development, including youth, community and professional artists
 - Proposals should also clearly address the following considerations:
 - Uniqueness of the project opportunity and the objectives the project will accomplish
 - How these objectives will be achieved
 - Who benefits from the project

- How the project's success will be measured and evaluated
 - What resources and background qualify the applicant to complete the project
 - Project timeline, including start and completion dates.
2. A detailed project budget that includes all projected revenues and costs
 3. A completed and signed Cover Sheet
 4. A completed Budget Summary and Statistics form (this is a helpful tool for reporting and organizing information in a consistent manner; the information is important for evaluating the funding program as well as measuring the impact of various projects)
 5. Where appropriate, applicants must demonstrate that they are in compliance with the Societies Act by including a copy of their current certificate of status from the Registrar of Societies.
 6. Any other relevant attachments (bios, support letters, evaluations of previous projects) that support and strengthen the application

Submit all applications to:

Arts Advisor, Arts Section
Department of Tourism and Culture

In person: #100 Hanson Street, Whitehorse (Visitor Information Centre)

Mail: Arts Fund
Box 2703 (L-3), Whitehorse, Yukon Y1A 2C6

Phone: Toll-free: 1-800-661-0408 ext. 3535 or ext. 8789
In Whitehorse: 667-3535 or 667-8789

Fax: 867-393-6456

Email: artsfund@gov.yk.ca

Applicants are encouraged to contact an arts advisor to discuss applications prior to the deadline.

Name of project			
One-sentence description of the project			
Applicant/organization name (if registered non-profit organization, provide complete name)			
Members of ensemble (if applicable)			
Contact name		Contact person's title	
Mailing address		Town/city	Postal code
Physical address (if different from mailing address)			
Phone		Email	
<p>What type of organization are you? (check one)</p> <p> <input type="checkbox"/> Community association <input type="checkbox"/> Industry association <input type="checkbox"/> Municipal government <input type="checkbox"/> First Nation <input type="checkbox"/> School council <input type="checkbox"/> Artist collective <input type="checkbox"/> Registered Yukon non-profit organization (attach copy of <i>Certificate of Status</i> from Corporate Affairs) </p>			
Amount of funding requested \$	Total budget of project \$	Project start date YYYY/MM/DD	Project end date YYYY/MM/DD
<p>Declaration of applicant:</p> <p>We are submitting this application for the purpose of obtaining financial assistance from the Government of Yukon. The statements herein and in all further submissions in regard to this application are, to the best of our knowledge, true and correct. We submit that, to the best of our knowledge, all aspects of this proposed project will be in compliance with existing municipal, territorial and federal codes, guidelines and laws. We commit as an organization to provide a safe and healthy workplace free from harassment, bullying, abuse and discrimination of any kind. We agree to allow representatives of the Government of Yukon access to the site and premises of the project described in this application, to inspect the books and records, to make inquiries and credit checks, and to obtain all pertinent information necessary to evaluate this application. We understand that all or part of this application may be made available to the public in accordance with the <i>Access to Information and Protection of Privacy Act</i>. We declare the society/organization/each collective member owes no debt to the Government of Yukon.</p> <p>Signature: _____ Date: _____</p>			

Personal information on this application is collected for the purpose of administering the Arts Fund in accordance with the Yukon Government Transfer Payment Policy. Questions about the collection or use of this information can be directed to the ATIPP Coordinator, Department of Tourism and Culture, Box 2703, Whitehorse, Yukon, Y1A 2C6, (867) 393-6460.

BUDGET SUMMARY

In addition to supplying a detailed budget for the project, summarize from your overall budget into the following general categories to accommodate programme evaluation and impact measurements.

Project name: _____

Expenses	Budgeted costs – application	Actual costs – final report
Artistic fees and expenses		
Administrative fees and expenses		
Promotion		
Production expenses		
Other		
Total expenses		
Revenue		
Earned revenue (fees, tickets, etc.)		
Fundraising (i.e., donations and in-kind contributions)		
Applicant in-kind equity		
Applicant cash equity		
Other government funding		
Shortfall = request to Arts Fund		
Total revenue		

STATISTICS

Estimate the following event/activity statistics related to your project. If items do not apply, explain in the proposal.

	Estimate – application	Actual – final report
Number of events or activities		
Audience/public attendance/participation		
Number of paid hours		
Number of volunteers		
Total number of volunteer hours		

Application checklist

Include this page in your application. All pages should be 8 ½" x 11" as proposals will be photocopied. Do not staple, bind or add title pages. Keep a copy of this completed application for your own records.

Emailed applications should be sent as only one file, unless there is more than one format.

Example: Only 1 Word document, and/or 1 PDF document, and/or 1 Excel document.

Faxed or e-mailed applications are acceptable on the deadline but the original, signed application should be mailed or delivered.

Your application must include:

- A completed and signed Cover Sheet
- This application checklist
- A detailed project description which describes how the project addresses the application requirements, Arts Fund criteria, and the Arts Policy principles
- A completed Budget Summary and Statistics form
- A detailed project budget that includes all projected costs and revenues that match figures on the summary form
- A project timeline
- If applicant is a collective: a list of collective members and their contribution to the project
- If applicant is a society: a copy (original not required) of the certificate of status from the Registrar of Societies

List any other attachments (bios, support letters, evaluations of previous projects) that support and strengthen this application.