

Tips on Applying to the Arts Fund

- A good Arts Fund application reflects a strong project idea, with clear benefits to the community, a reasonable budget and timeline, and a capable team to carry it out.
- Address as many of the bullets on page 4 of the application form as possible (Arts Fund Criteria, Arts Policy Principles, Other Considerations). Do this explicitly and specifically. Make it easy for the jury to find where you are addressing these points and to see why your project makes sense for this fund.
- What makes the project unique? Does it fill a gap? Is it serving a new audience or group of participants? Does it extend the reach or exposure to an art form? It is important to consider the extent to which the project serves the public or the intended beneficiaries.
- It is a good idea to submit résumés of key players in the project and a brief biography or a related list of achievements of the applicant.
- Applications must be physically received or postmarked on the intake day. If mailing the application, contact an arts advisor to indicate that it is forthcoming.
- The proposed project start date can be any time after the intake date. It typically takes 8 weeks to notify applicants of the outcome of the adjudication. If successful, the recipient will be able to claim any expenses which occurred on or after the relevant intake date.
- Arts Fund is shortfall funding. The amount granted is a maximum, subject to actual eligible expenses. If the granted amount is not needed in full, the balance must be returned.

- If the project involves visiting a community other than your own, include letters of support showing that the project is welcome/needed/invited. Not providing evidence of this support will put your application at risk.
- If you are forming an artist collective to produce a project, note that funding from Arts Fund cannot go towards any expenses or fees of members of the collective in the project. Collective members can be paid from proceeds from other revenue sources in the project. Ensure that this is clear in your budget.
- Provide your own detailed budget. Also, fill out the Summary Statistics Page. This is a reorganization of your budget into certain categories, but it does not replace your budget.
- In your budget, include a detailed list of expenses. Include the formulas for how you are calculating expenses (i.e. Accommodation 3 people x 4 nights x \$150 = \$1800.00). Include budget notes to ensure that your costs and calculations are clear.
- In the budget, include a section for the revenues of the project, including funders, sponsors, in-kind donations, and other revenue streams as appropriate. In the application, the budget should balance. Revenues = Expenses.
- Do not shade any cells in the budget, or use coloured ink; it will not photocopy clearly.
- Do not refer the jury to links on the web. If there is something to show on the web, print it out and include it in the application.
- Number all pages.
- Do not include a cover letter, a table of contents, blank pages between sections. Do not bind the application in any way. No staples please. Simply use a paper clip or document clip and submit in an envelope.
- Sign the Cover sheet declaration. Applications may be faxed, or emailed (as ONE attachment - not a series of files). Applications may also be dropped off.

- If your application is turned down, do not be discouraged. There are often more eligible applications than funds to allocate. You can call an arts advisor to discuss the feedback. There are many reasons for applications to be turned down and learning how your application fared is often a useful exercise.
- Contact an arts advisor if you would like to discuss or review your project and application prior to the intake date. Note that arts advisors are increasingly busy before each intake date. Contact them with sufficient time for them to effectively support you. They will not review drafts within three days of the intake date, but can answer specific questions.

Contact

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