

## IMPORTANT NOTES AND APPLICATION FORM FOR STAGE TWO GRANT APPLICANTS

*Congratulations on having been accepted for the second level of the adjudication of your project grant request.*

- At this stage you are asked to fine-tune and to amplify your proposal. We are asking you for more details and inviting you to supply additional support material. Please read and answer the questions carefully and completely. Note that some questions relate to individual artists while others are applicable only to organizations. If you have any questions, please contact:

Stevie Natolochny, Council/Committee Support Specialist  
Regional Clerk's Office  
(519) 575-4450

Email: [snatolochny@regionofwaterloo.ca](mailto:snatolochny@regionofwaterloo.ca)

- Being invited to submit a Stage Two application is not a guarantee of a grant.
- Total funds requested from applicants invited to proceed to Stage Two applications significantly exceeds the funding that the ARTS FUND has available; applicants are asked to “**sharpen their pencils**”. Make sure you're not asking for more than you or your organization really needs.
- Successful applicants will be those considered to have met best the following evaluation criteria:
  - Artistic merit
  - Benefit to Waterloo Region
  - Contribution to the vibrancy of the arts and cultural sector of our community
  - Visibility – will it reach the public?
  - Ability of the applicant to complete the project successfully
  - Extent to which a grant from the ARTS FUND would result in financial support from other sources
  - Preference for projects that would otherwise not take place
- Please provide **15** complete copies of your Stage Two application document and related support material.
- Final adjudication will be made by the Board of Directors and both successful and unsuccessful applicants will be advised by mail. Please refer to the website for timelines ([www.artsfund.ca](http://www.artsfund.ca)).
- Grant recipients:
  - Will be required to sign a funding agreement which will require that the Arts Fund grant be repaid if the project is not completed;
  - Will be required to acknowledge the contribution of the Region of Waterloo ARTS FUND in any printed, verbal or electronic description of their project.
  - Will be required to file a post-project report with the Arts Fund within three months of completing the project.

**Your Stage Two grant application must be delivered by hand or mail to arrive at the ARTS FUND by 4:00 p.m. on the prescribed deadline date. Please refer to the website for timelines ([www.artsfund.ca](http://www.artsfund.ca)). Late applications will be disqualified.** To be certain, ask for a time-stamped receipt when delivering applications.

Region of Waterloo ARTS FUND  
Attn: Stevie Natolochny, Council & Administrative Services  
c/o Regional Clerk's Office  
Regional Administration Building, 2<sup>nd</sup> Floor  
150 Frederick Street, Kitchener, ON N2G 4J3

**REGION OF WATERLOO ARTS FUND  
STAGE TWO GRANT APPLICATION**



**Application ID #**

region of waterloo

**1. TELL US WHO YOU ARE:**

**a. INDIVIDUAL ARTIST**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Daytime Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Website URL: \_\_\_\_\_  
What is your field of work and/or artistic medium?  
\_\_\_\_\_

OR

**b. ARTISTS' GROUP OR COLLECTIVE (not incorporated, without charitable status)**

Name of group, if applicable: \_\_\_\_\_  
Principal contact person: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Daytime Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Website URL: \_\_\_\_\_  
Names, only, of other principal members of the group: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
What is the group's field of work and/or artistic medium?  
\_\_\_\_\_  
\_\_\_\_\_

OR

**c. INSTITUTION/ORGANIZATION**

Name of organization: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Website URL: \_\_\_\_\_  
Registered charitable number: \_\_\_\_\_  
Contact for this application: \_\_\_\_\_  
Contact's Position in organization: \_\_\_\_\_  
Contact's Daytime Telephone Number: \_\_\_\_\_ ext. \_\_\_\_\_  
Contact's E-mail: \_\_\_\_\_  
Name of Executive Director or CEO, if other than Contact named above:  
\_\_\_\_\_  
Please state, briefly, the purpose and goals of your organization:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. **TELL US ABOUT YOUR PROJECT**

Before you start, be sure to read **all** of the questions.

- a. Please state the title of your project, if it has one:

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- b. Please describe the project (in 15-25 lines).

- c. When will it happen? \_\_\_\_\_

- d. If you believe that receiving a grant from the Arts Fund will result in your project receiving financial support from another source(s), please provide us with the relevant background information.

e. When do you need the money you are requesting from the ARTS FUND?

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f. Where will the project happen?

g. Please describe how you expect this project to benefit the Region of Waterloo (in a maximum of 10 lines).

h. List the criteria you will use to measure the success of this project once it is finished.

i. Tell us about your artistic track record as an individual, a group, or an organization (i.e. work you have already done, shows, awards etc.) *Please also see section 4 b. with respect to attachments and Website URLs you may wish to include.*

j. Please give us an estimate of the number of people from the public who will benefit from the project.

k. How will the project be promoted?

l. If the Arts Fund is unable to provide any funding, or only partial funding, please describe the expected impact on your project.

m. Project Partners

- i. If completion or delivery of your project will be done in collaboration with partners, please provide information about your partners, and for each partner indicate whether they have, as yet, committed to their role (e.g. school boards through which programs will be delivered, galleries in which work will be exhibited etc.). In instances where partners have formally committed to participate, please attach a copy of their letter agreeing to participate.

| Partner's Name | Has this partner agreed to participate in the project?   | Letter indicating this partner's commitment is attached? |
|----------------|--|--|
|                | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |

- ii. In the case of installation of a work of art or sculpture please specify the exact location of the installation and indicate whether you have permission from the owner of that property to install or mount the art there.

| Installation Site Owner's Name | Has this site owner agreed to installation of the art on this site? | Letter indicating this site owner's agreement is attached? |
|--------------------------------|---|--|
|                                | <input type="checkbox"/> Yes <input type="checkbox"/> No            | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
|                                | <input type="checkbox"/> Yes <input type="checkbox"/> No            | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
|                                | <input type="checkbox"/> Yes <input type="checkbox"/> No            | <input type="checkbox"/> Yes <input type="checkbox"/> No   |

**3. MATTERS FINANCIAL**

a. How much money are you requesting from the Arts Fund? \$ \_\_\_\_\_

b. Have you previously received an Arts Fund grant?  Yes  No

If yes, please indicate your most recent project supported by an Arts Fund grant.

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c. **Please note the requirements for the attachment of a budget in the next section.**

- d. Please complete the following information for the issuance of grant funds, should your application be successful.

Name of Payee on cheque (normally the institution or, in the case of an individual artist or collective, the person applying for the grant)

Payee \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Postal Code \_\_\_\_\_

#### 4. **ATTACHMENTS AND ENHANCEMENTS**

- a. PROJECT BUDGET: **All applicants must enclose a copy of their proposed project budget which shall show, at minimum, both projected revenue and expenses as follows:**

- i. **REVENUE:** List all anticipated sources of revenue including all grants and donations and whether any sources have been confirmed. You may also include in-kind contributions, but these should be substantiated by supplying names and contact information for each contributor.
- ii. **EXPENSES:** List all projected expenses **and** details of those costs which you propose to underwrite through an Arts Fund grant.

- b. CD, DVD, PHOTOGRAPHS, WEBSITES

- i. CD, DVD or Photographs: Where applicable, you are encouraged, (but not required) to send a CD, DVD or photographs containing audio and/or visual material that provides an accurate sense of your recent artistic work. (If provided, a copy of any CD, DVD, or photograph(s) must be attached to all 15 applications and these will not be returned. Please do not send any original works or maquettes.)
- ii. Website: In addition to, or as an alternative to, 4. b. i. above, you may suggest we visit the following website(s): \_\_\_\_\_  
\_\_\_\_\_

**YOU ARE FINISHED!**

Please sign and date the document.

Signature of contact person \_\_\_\_\_ Date\_\_\_\_\_

Please print contact person's name \_\_\_\_\_

Checklist of items attached to each of the 15 copies of the application:

- Letter(s) of commitment from project partners (required)
- Project budget for the project proposed (required)
- A Summary of Current Year's Operating Budget (required of institutional applicants)
- A CD, DVD or Photos (with samples of your audio or visual work) in support of your application (optional)

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150 Frederick Street, Kitchener, ON, N2G 4J3

For further information you may contact: Stevie Natolochny  
Tel. 519-575-4450: Email: [snatolochny@regionofwaterloo.ca](mailto:snatolochny@regionofwaterloo.ca)

Final adjudication will be made by the Board of Directors. All applicants will be advised by mail.

Your personal information will be shared in confidence with board members of the Region of Waterloo Arts Fund and employees of the Regional Municipality of Waterloo. The names, address, contact information and locations of successful funding recipients, together with details of their respective projects, may be made available to the public, along with the amount of the award. Questions regarding the collection and use of personal information by the Arts Fund may be directed to Stevie Natolochny at 519-575-4450.