



## The Region of Waterloo Arts Fund Grant Application Guidelines

The Arts Fund application process consists of two stages:

**Stage 1: The Basics.** All applicants are invited to submit information as outlined on the application form.

**Stage 2: The Details.** Only those applicants from Stage 1 who are shortlisted are invited to complete and submit the more detailed Stage 2 application form.

Note that moving to Stage 2 is not a guarantee of a grant.

### Who is eligible to apply?

Organizations and individual practitioners in all arts disciplines, including performing (theatre, music, dance), visual, literary, film/video/media, interdisciplinary and community arts are eligible to submit an application for consideration. Unincorporated projects and collectives may submit proposals, but corporations must be not-for-profit, managed by a volunteer board and the majority of its members and/or clients must live or work in the Region of Waterloo.

Applicants must be 18 years of age or older to apply for an Arts Fund grant, to sign the Grant Agreement, and to receive funds.

### When is the best time to apply?

Arts Fund board policy does not permit retroactive funding. Grants may not be applied to activity started ahead of the application deadline and not before the granting decision date (notification of Spring round: end of June; Fall round: end of December).

Since projects must occur within 12 months of receiving a grant, timing the application to an earlier round ensures that the deadline criteria are met.

### Evaluation Criteria:

- makes art happen
- artistic merit / originality
- artistic credentials and track record
- artistic work appropriately paid
- visibility / impact / significance / public benefit
- contributes to the cultural vibrancy of Waterloo Region
- clarity and quality of the project
- viability of work plan and budget
- capacity for completing project as presented
- possibility of obtaining funding from other sources
- likelihood project will happen regardless of Arts Fund investment

### The Arts Fund does not grant funds for expenses that are ongoing\*\*, such as:

- operating costs (e.g. core staffing, office expenses, rent, insurance)
- core program offerings
- regular presentation seasons
- projects or events with recurrent, unvarying, definitive components

\*\* Please note, however, that the Arts Fund does invest in:

- start-up projects and new programs (normally, 2-3 years / iterations)
- experimentation, innovation, trial runs, pilot projects
- exceptional elements in regular program offerings

**The Arts Fund does not normally invest in:**

- capital projects
- goods or services for personal use
- freestanding marketing, promotion
- organizational planning and development
- fundraising
- educational programs and instruction
- projects in which art-making is incidental or secondary
- artistic production originating outside Waterloo Region

Only one application per individual and/or organization per granting round is permitted.

For timelines and application deadlines, go to: [www.artsfund.ca](http://www.artsfund.ca)

**Please note:** Previous grant recipients are eligible if prior grants are in good standing and if Final Reports have been completed and approved. For confirmation, contact the Arts Fund at 519-575-4450 or [info@artsfund.ca](mailto:info@artsfund.ca) before proceeding.

**Office hours are Monday - Friday 8:30 a.m. to 4:30 p.m.**

### **Instructions for Completing Stage 1: The Basics**

**Applications must be received at the Arts Fund office by 4:00 p.m. on the published deadline date. Late applications and/or applications received via email or fax will not be accepted.**

**Fifteen (15) copies** of your Stage 1 application must be prepared, **collated and stapled**, and will be date stamped on receipt.

Please limit your information to the space provided in the Stage 1 application form.

Do **not** include supplementary materials (letters of support, DVDs etc.) with your Stage 1 application. Such materials will not be considered until Stage 2.

### **Instructions for Completing Stage 2: The Details**

**Please Note:** Only those applicants from Stage 1 who are shortlisted are invited to complete and submit the more detailed Stage 2 section of the application form. Moving to Stage 2 is not a guarantee of a grant.

**Applications must be received at the Arts Fund office by 4 p.m. on the published deadline date. Late applications and/or applications received via email or fax will not be accepted.**

**Fifteen (15) copies** of your Stage 2 application must be prepared, **collated and stapled**. Submit attachments and supporting materials (i.e. website links, letters of support, samples, CVs, DVDs) as detailed below. Submissions will be date stamped on receipt.

Limit your information to the space provided in the Stage 2 application form.

## Stage 2 Attachments and Supporting Materials

### Project Budget (required):

Please fill out the provided **Budget Summary form**. All applicants must enclose a proposed project budget which shows, at minimum, **both** projected revenue and expenses as follows:

**Revenue:** List **all** anticipated sources of revenue including all grants and donations, potential earned revenue 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.

**Expenses:** List **all** projected expenses **and** details of those costs which you propose to underwrite through an Arts Fund grant. Indicate in the **Notes** column which expenses will be paid for – either partially or fully – by Arts Fund grant money. When the expense line is a total expense, where applicable break out details, such as fees for artists, equipment purchase, materials, etc.

If you are awarded a grant, you will be required to fill out the actual amounts in the **Budget Summary form** for the Final Report.

### Support Materials (highly recommended)

During the Stage 2 evaluation process, the Arts Fund Board will review materials which support the application. Submit materials by:

**Option A:** Send a supplementary email message with working links to uploaded online materials.

Ensure that your links are in working order before submitting.

1. Upload the material links (use only standard services readily available and free of charge: YouTube, Vimeo, Flickr, Picasa, Soundcloud, etc.)
2. Append the relevant link(s) to your paper Stage 2 Application form as noted in Question 15.
3. Send a supplementary email message with the relevant links and URLs to: **info@artsfund.ca** Please reference your project's Application ID number (found in your notification letter), name, email address, and telephone number.

**Option B:** Prepare and attach examples to each application form:

Attachments such as artist CVs, letters of support, samples or excerpts of works, audio, video, photographic or written materials, and website links will be assessed. Send copies only; original materials will not be returned.

To ensure consistency and compatibility:

Text material should be:

- double-spaced
- main text Arial font, 11pt minimum

Images submitted as digital files should be:

- JPEG format

- Maximum 1MB file size
- Maximum resolution of 1024 x 768 pixels

Video / Audio on CD/DVD

- must be playable on standard CD/DVD player

## Stage 2

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

- Project budget for the proposed project (required)
- A summary of most recent yearly Financial statements (only required of organizations or institutions if applying for \$20,000 or more)
- Letter(s) of commitment from project partners and/or collaborators (required if applicable)
- Support materials and/or work plan in support of your application (highly recommended)

**Double check application form for budget figures, dates, signatures and deadlines.**

Final decisions will be made by the Board of Directors. All applicants will be advised by mail. The Arts Fund does not provide comment or feedback about any grant application evaluations and/or funding decisions.

Applications should be mailed, couriered or hand-delivered to:

Region of Waterloo Arts Fund  
c/o Regional Clerk's Office  
Regional Administration Building, 2nd Floor  
150 Frederick Street, Kitchener, ON, N2G 4J3

For further information:

519-575-4450

Email: [info@artsfund.ca](mailto:info@artsfund.ca)

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, addresses, 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 519-575-4450 or [info@artsfund.ca](mailto:info@artsfund.ca).