



Grant Application Form Stage 1: The Basics

To ensure a strong application and confirm eligibility for your project:

- Review the **Grant Application Guidelines before** completing this form.
- Keep a **copy** of the completed application for your records.
- Submit **15 copies** of the application to the Arts Fund by the deadline. Late applications are not accepted.

For Office Use Only:

Applicant Information

Legal Status:

- Individual
- Unincorporated project, group or collective (Organization)
- Incorporated non-profit (Organization)

Please note: Commercial, for-profit businesses and organizations are not eligible for a grant.

Name of Applicant (Individual or Organization):	
Name of Primary Contact and Title (if Applicant is not an Individual):	
Address:	
City/Town:	Postal Code:
Telephone(s):	Email:
Website URL:	

Project Name and Summary: (20 words or fewer)

Field of Work/Artistic Medium:

Project Category (Choose one):

- | | |
|--|--|
| <input type="checkbox"/> Dance | <input type="checkbox"/> Performance / Event / Multidiscipline |
| <input type="checkbox"/> Film / Video (including music videos) | <input type="checkbox"/> Theatre |
| <input type="checkbox"/> Writing / Publishing | <input type="checkbox"/> Visual Arts / Crafts / Multimedia |
| <input type="checkbox"/> Music / Recording | <input type="checkbox"/> Other _____ |

Amount requested from the Arts Fund: **Estimated total project cost:**

1. First, the elevator pitch: what would a grant from the Arts Fund pay for?

2. 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). Projects must take place within 12 months of grant approval. **When will your project happen? Provide specific start and end dates:**

3. What is your project's artistic connection to the Region of Waterloo? Where will it happen?

4. How will your project achieve the Arts Fund mandate to Make Art Happen in the Region of Waterloo? (Maximum 6 lines)

5. Describe your project and what you want to do: (Maximum 8 lines)

6. Provide highlights of your artistic track record: (Maximum 5 lines)

7. If applicable, list all artistic collaborators and/or partners who have agreed to be involved in your project:

8. Have you applied for and/or received any other funding for your project, including In-Kind?

Source:	Amount:	Confirmed?:
Source:	Amount:	Confirmed?:

9. Check the box if you are a first-time Arts Fund applicant.

If you've made previous applications, provide the date, the amount requested and the amount granted - to a maximum of three applications.

1.
2.
3.

Please tell us how you learned about the Region of Waterloo Arts Fund.

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Checklist:

- Each question on the Application form has been completed.
- The Application is signed by the Authorized Applicant.
- Fifteen (15) copies of the Application have been prepared, collated and stapled.
- The applicant is 18 years of age or older.

By submitting your application, you accept the terms and conditions of the Arts Fund grant application process.

Name of Authorized Applicant: (Please print) _____

Signature of Authorized Applicant: _____

Contact person if not Authorized Applicant: please print _____

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

Payee: _____ **Date:** _____

This completes Stage 1 - You will receive notification by mail of the Board's decision. Only those invited to the next stage will submit the Grant Application Form Stage 2. The Arts Fund does not provide comment or feedback about any grant application evaluations and/or funding decisions.