



# Grant Application Form Stage 2: The Details

You have been invited to the Stage 2 evaluation:

- Review the Guidelines for Attachments and Supporting Materials before completing this form.
- Keep a **copy** of the completed application for your records.
- Submit **15 copies** of the application plus supporting materials.

Optional: Find details for submitting an email with links to uploaded materials.

For Office Use Only:

Applicant ID Number:  (ID Number is noted on your notification letter.)

Name of Applicant (Individual or Organization):

Has any of your **Contact Information** changed since you submitted your Stage 1 Application?

If no, proceed to the next question. **If yes, please provide the current information:**

1. Project Name:

2. Amount requested: Stage 2: \$  Estimated Total Project Cost: \$

3. Projects are not funded retroactively or if already underway, and must take place within 12 months of grant approval (notification of Spring round: end of June; Fall round: end of December). **When will your project happen? Provide specific start and end dates for the project:**

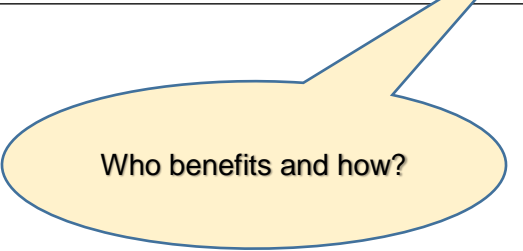
4. Where will your project happen? What is its connection to the Region of Waterloo?

**5. Provide a detailed description of your project, and how it Makes Art Happen:** (maximum 12 lines)

**6. How does this project demonstrate the Arts Fund criteria of: artistic merit / originality and visibility / impact / significance in the Region of Waterloo?** (maximum 8 lines)

**7. Why do you or your organization want to undertake this project? Does it expand upon previous work or set a new direction?**

**8. Describe how you expect this project to benefit the local life and culture of the Region of Waterloo?**



Who benefits and how?

**9. Project Partners:**

- a. Do you have artistic partners and/or collaborators who will contribute to the creation, completion or delivery of your project? Have they committed to participate? If so, **attach a copy of the letter of intent or agreement** to your application.
- b. Do you have organizational, service or venue partners and/or collaborators who will contribute to your project? Have they committed to participate? If so, **attach a copy of the letter of intent or agreement** to your application.

- 1. Name of Partner who has agreed to participate:
- 2. Name of Partner who has agreed to participate:
- 3. Name of Partner who has agreed to participate:

Include hard copies with your submission

- c. In the case of installation of a work of art or sculpture, specify the exact location of the installation. Indicate whether you have permission from the property owner and/or municipality for the installation. Where permission has been confirmed, **attach a copy of the agreement letter** to your application.

- 1. Installation Site Owner's Name:
- 2. Installation Site Owner's Name:

**10. How will your project be promoted?**

- 11. What criteria and/or targets will you use to measure the outcome of your completed project?** Actual targets from the completed project should be tracked for the Final Review Report.

12. A grant from the Arts Fund can often leverage financial support from other sources. What are your plans to finance the cost of your project? Have you received any other funding for your project, including in-kind?

In-kind examples are people's time, use of facilities and/or equipment.

13. If the Arts Fund is unable to provide any funding, or only partial funding, please describe the consequences of reduced funding and the adjustments necessary to proceed.

14. Summarize your artistic track record as an individual, a group, or an organization. Providing supporting materials, attachments, and links as outlined in the Grant Application Guidelines is highly recommended.

Make sure the links work properly!

If your project receives a grant from the Arts Fund, a **legally binding Agreement** will be prepared. A copy of the generic Agreement is available for preview on the Arts Fund website. All applicants, whether an individual or an organization, are responsible for upholding the agreement. For a partnership or an unincorporated body, whoever signs the Agreement is personally responsible.

**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:** \_\_\_\_\_

**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. Continue with the Stage 2 Application by completing the **Budget Summary Form** on the following pages.

## Budget Summary Form - Revenue

Refer to the **Grant Application Guidelines** for details.

Revenue: In the **Budget Stage 2** column, list all anticipated sources of revenue, including all grants and donations, and potential earned revenue; indicate in the **Notes** column if funding has been confirmed. Also include in-kind contributions and supply names and contributor.

You'll use this column once the project is complete

\* **Keep a copy of your budget** for future reference. Grant recipients are required to complete the **Actual** column in the Budget Summary Form for the Final Report. Do not complete this column at this time.\*

Revenue	Budget Stage 2	*Actual (Final Report Only)	Notes (include confirmed funding)
Applicant Contribution			
Partner Contribution (specify)			
<b>Local Government</b>			
Region of Waterloo Arts Fund			<i>Enter amount</i>
City/Township(specify)			
<b>Provincial Government</b>			
Ontario Arts Council			
Ontario Ministry of Tourism			
Other (specify)			
<b>Federal Government</b>			
Canada Council			
Heritage Canada			
Other (specify)			
<b>Foundations</b>			
Ontario Trillium Foundation			
Other Foundations (specify)			
<b>Cash donations</b>			
Corporate			
Individual			
Fundraising			
Sponsorships (specify)			
Earned Revenue (specify)			
Other Cash (specify)			
In-kind (list on <b>separate sheet</b> )			
<b>Total Revenue:</b>			

Your requested amount.

Also include grants applied for.

Sales of tickets? CDs? Artworks? Other?



### Budget Summary Form - Expenses

Include an itemized break down separately if you need more space.

Refer to the **Grant Application Guidelines** for details.

Expenses: In the **Budget Stage 2** column, list **all** projected expenses and provide **details** of those costs in the **Notes** column.

**Important!** Be **specific** in the **Notes** column about **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.

\* **Keep a copy of your budget for future reference as well as supporting documents** such as invoices, receipts, letters for in-kind contributions, etc. If you are awarded a grant, you will be required to fill out the **Actual** column in the Budget Summary Form for the Final Report. Do not complete this column at this time.

You may be requested to submit and verify these.

Expenses	Budget Stage 2	*Actual (Final Report Only)	Notes (specify Arts Fund payments)
Fees for artists			
Fees for other personnel			
Administration costs (specify)			
Travel			
Facility rental			
Presentation venue			
Equipment purchase			
Equipment rental			
Technical support			
Materials			
Printing			
Promotion			
Insurance (specify)			
Other			
<b>Total Expenses:</b>			

Are artists being paid for their involvement?

Indicate what expenses Arts Fund grant money will pay for.

If there isn't an appropriate expense category for your specific project or discipline, provide as much detail as possible.

**Total Expenses:**  
Double check the math!

**This completes Stage 2.** Thank you for applying to the Region of Waterloo Arts Fund. You will receive notification of the decision of the Board of Directors. The Arts Fund does not provide comment on grant application evaluations and/or funding decisions.