

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:

Also visit the FAQs on the Arts Fund website.

The fund supports only not-for-profit organizations.

Applicant Information

Legal Status:

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

Please note: Commercial, for-profit businesses/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:

Applicants must live and/or work in Waterloo Region.

Website URL:

Project Name and Summary: (20 words or fewer)

This information is often used in media releases.

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?**

The start date is important.
Funding is not granted for
work already in progress

2. Arts Fund board policy does not permit retroactive funding for activity started ahead of the application deadline and no funding is available for projects that have already started. The start 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)

Is the project innovative?
Experimental?
A trial run or pilot?

5. **Describe your project and its impact on the Region of Waterloo.** (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:

[Empty rectangular box for listing collaborators]

Who else is involved in this creative endeavour? Have they agreed?

8. Have you applied for 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 granted - to a maximum of three applications.

Who else is financially invested in your project?

1. _____

2. _____

3. _____

Your checklist is complete and your copies are collated and stapled.

Please _____ Region of Waterloo Arts Fund.

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 person applying for the grant)

Please note

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.