



## Instructions for Requesting an Arts Fund Project Extension

All Arts Fund grant recipients are responsible for complying with the Grant Agreement conditions – one of which is to complete the project within 12 months of receiving approval for a grant and to submit a Final Report no later than 2 months after that 12-month period. As a courtesy, a Final Report Reminder letter is mailed to all grant recipients one month before the deadline for the Final Report.

Sometimes, there are delays in completing projects and/or delays in submitting the Final Report. Any delays should be shared with the Arts Fund Board of Directors and a request should be made to extend the deadline for completing the project and for submitting the Final Report.

The request must be made - in writing - prior to the deadline for submitting the Final Report for the project.

The written request letter can be sent to the Arts Fund via regular mail or emailed as an attachment to the Arts Fund contact (see: <http://www.artsfund.ca/contact/>)

Once received, the request will be considered by the Arts Fund Board of Directors during a regularly scheduled meeting and the Board's decision will be communicated to the requestor via email.

The written request should include the following:

- ✓ Application ID (Note: You will find this on your Grant Agreement and all correspondence that you've received from the Arts Fund. The Application ID relates to the timeframe that you made your application i.e. Spring or Fall of a given year and the number assigned when submitted – S15-XX or F15-XX.)
- ✓ Date request is being made
- ✓ Details about the current status and progress of the project
- ✓ Details about the delay in completing the project on time
- ✓ Details about the plans to address the delay
- ✓ The anticipated date of project completion
- ✓ The anticipated date of submission of the Final Report
- ✓ Contact information
- ✓ Signature of the Requestor

## Sample Request for Extension Letter:

January 10, 2016

Region of Waterloo Arts Fund  
c/o 150 Frederick St  
Kitchener ON N2G 4J3

Arts Fund Board of Directors,

I am writing to request a Project Extension for my granted project, Film: Paint the Town Red (F14-90). My Final Report is due February 28, 2016 but I have had some delays and won't be able to meet that deadline.

To date, I have completed the following elements of my project....

Unfortunately, delays have included....

I plan to ....

.....to deal with the delays.

I expect that the project will be completed by the end of March 2016 and I would be prepared to submit my Final Report by April 30, 2016.

Please contact me if you have any questions. I can be reached by phone at 519-555-5555 or by email at [artist@lovemyart.com](mailto:artist@lovemyart.com).

Thank you for your consideration of my request. I look forward to hearing back with a decision.

Sincerely,

Artist Lovemyart