

Arts Operating Funds

Annual Operating Component

**Operational support for non-profit arts societies
with ongoing activity.**

Read the application guidelines carefully for details about eligibility, the purpose of the program, and how to apply.

Contact an arts advisor to discuss applications prior to the deadline.

If you are new to proposal writing, ask for a copy of the workbook: *Proposal Writing Tips*.

Be sure the proposal includes all the required materials and forms: fill in all sections of the forms and use the checklist to confirm that you are preparing a thorough proposal.

Submit the complete proposal and all supporting materials on or before the deadline.

Application deadline: February 15

Objectives

The objectives of Arts Operating Funds are:

- To encourage the development of the arts and to enhance the contribution of the arts to the Yukon; and
- To support arts organizations towards sustainable and effective planning, governance, and allocation of human and financial resources to meet their arts mandates and activities.

Arts Operating Funds consists of an *Annual Operating Component* and an *Annual Project Component*. The objectives of these separate components are as follows:

- *Annual Operating Component*: to support operating and program costs for groups with on-going and year round activities;
- *Annual Project Component*: to support project costs for groups with on-going annual projects.

Results and outcomes

The intended results and outcome of Arts Operating Funds are to encourage the development of the arts and to enhance the contribution of the arts to the Yukon. This will be achieved by providing the necessary resources to foster arts organizations' capacity and capability to reach their artistic, audience development, community, governance, planning, operations, and financial goals.

Eligibility – *Annual Operating Component*

Eligible applicants include Yukon non-profit societies with on-going and year round activities that meet the following criteria:

- The society is primarily engaged in literary, visual or performing arts activities; AND activities of the society have a territorial impact (by the numbers of individuals or communities)

OR

- The society is recognized as an umbrella arts organization; AND activities of the society have a territorial impact (by the numbers of individuals or communities)

Eligible costs

Eligible costs under the Arts Operating Funds - *Annual Operating Component* are a contribution towards the total costs of the organization to achieve its mandate including costs related to:

- artistic fees and expenses
- administration and operations
- product development
- production costs
- audience development

Limitations to funding

Organizations whose mandates are not primarily engaged in the arts cannot receive funding under the *Annual Operating Component*.

Funding Thresholds

There are no maximum funding amounts specified for the Annual Operating Component, however funding is competitive. Anticipate that applications for funding will continue to exceed resources and that there will be more eligible applicants than available funds.

Funding is limited and may fluctuate depending on available resources including annual lotteries revenues. Requests should be proportionate to the impact of the applicant's activities and based on realistic figures.

Conditions of funding

The Conflict of Interest clause of the Arts Act [section 7] and the Yukon Government Conflict of Interest Policy are considered during the assessment and administration of the funding process.

Applicants must declare that they do not owe any debts to the Yukon Government.

To apply

Application requirements

Use the enclosed application forms (sections 1-7) along with the checklist to provide information as requested. These forms are available in hard copy or from the website www.gov.yk.ca/forms/a.html

Submit all applications to:

Arts Advisor, Arts Section
Department of Tourism and Culture

In person: #100 Hanson Street, Whitehorse (Visitor Information Centre)

Mail: Arts Operating Funds – Annual Operating Component
Box 2703 (L-3), Whitehorse, Yukon Y1A 2C6

Phone: Toll-free: 1-800-661-0408 ext.3535 or ext. 8789
In Whitehorse: 667-3535 or 667-8789

Fax: 867-393-6456

Email: artsfund@gov.yk.ca

Applicants are encouraged to contact an arts advisor to discuss applications prior to the deadline.

The deadline to apply for Arts Operating Funds is February 15.

Applications must be received or postmarked by 4:30 p.m. on the deadline date. If a deadline falls on a statutory holiday or a weekend, the deadline will be extended until 4:30 p.m. on the next working day. Faxed or emailed applications are acceptable on the deadline but the original application should be mailed or delivered – signature required.

Late applications will not be accepted.

Personal information on this application is collected for the purpose of administering Arts Operating Funds in accordance with the Yukon Government Transfers Policy. Questions about the collection or use of this information can be directed to the ATIPP Coordinator, Department of Tourism and Culture, Box 2703, Whitehorse, Yukon, Y1A 2C6, 867-393-6460.

Assessment of applications and approval process

Applications for the *Annual Operating Component* are assessed by the Yukon Arts Advisory Council. Applications are judged on the following criteria:

- Arts Policy principles as they pertain to previous year's and proposed activities of the applicant:
 - Appreciation of the value of the artist as the centre of operations;
 - Low proportion of administration to production expenses reflected in budgets;
 - Multiplicity of funding sources for operations;
 - Involvement of communities outside of Whitehorse;
 - Meaningful attention to First Nations' access to programs and services; and
 - Attention to artists at various levels of their development, including youth, community, and professional artists;
- Significance and impact of group's activities on the community (artists, audiences, other constituents);
- Evidence of strong artistic mandate, governance and management of the organization; and
- A realistic and viable budget and evidence of sound financial management.

Please note that department staff do not make funding decisions, but do facilitate the application and assessment process. Applications are assessed by the Yukon Arts Advisory Council based on the criteria, required supporting materials as above and available budget.

Funding recommendations are forwarded to the Minister of Tourism and Culture for approval and announcement. Normally, applicants are notified in writing of the results within 8 weeks of deadline. With this in mind, applications for activity that begins before results are expected are not encouraged. There may be a request for a new budget and revised plan of activities reflecting the confirmed grant amount. The media is notified of the award results after applicants have been notified.

Payments

Successful applicants are notified by a letter from the Minister of Tourism and Culture for the Government of Yukon. Staff communicate the payment schedule and reporting requirements. The schedule for payment is in accordance with Yukon Government transfer payment policy, including an analysis of the risk associated with the funding program.

Credit your funders

In order to credit the funding agencies, use the Yukon Government logo and the Lotteries Yukon logo where possible. Contact the Arts Section for electronic versions of the logos as needed.

Where the logo is not used, use the following message on all publicity related to the funded recipient's activities:

"Funding for this organization is made possible through the assistance of the Arts Operating Funds – Annual Operating Component, Department of Tourism and Culture, Jeanie Dendys, Minister and with support from Lotteries Yukon."

Keep this information with your records.

Accountability

The Department of Tourism and Culture collects information from successful applicants on the objectives achieved as a result of Arts Operating Funds and prepares annual reports with aggregate information to be submitted as a part of the annual departmental budgeting process. The information collected and reported includes quantitative statistics (e.g. audience attendance, number of venues) and qualitative feedback and evaluation.

Application forms

The forms, described by section (1-7), have been designed with a number of objectives in mind:

- To provide client groups with an organised format to itemise statistical and program activities and to provide client groups with an exercise in comparative budget reporting and forecasting;
- To provide adjudicators with a concise overview of the group's total activities including multi-year comparative financial figures;
- To provide the Arts Section with a mechanism for compiling aggregate statistical information about the arts sector in the Yukon;
- To provide the Arts Section with a means of evaluating its own effectiveness in stimulating arts activity through its programs and activities; and,
- To provide a comprehensive record of client activities for Government audit purposes.



Complete the information as requested noting both the name of the organization as filed with the Registrar of Societies as well as the most commonly used name of the group. The contact person should ideally be the person filling out the application form. Signing affirms that the society is in compliance with the *Societies Act* in respect of their annual filings and declares that the applicant owes no debt to the Government of Yukon. **The application must be signed by the board president or chair.**

1. APPLICANT INFORMATION	
Name as filed with the Registrar of Societies	
Name of organization if different from above	
Mailing address and postal code	
Contact person and title	
Contact person's phone	Contact person's email
Board president/chair	
Board president/chair phone	Board president/chair email
Previous year award	Current request
<p>Declaration of applicant:</p> <p>We are submitting this application for the purpose of obtaining financial assistance from the Government of Yukon. The statements herein and in all further submissions in regard to this application are, to the best of our knowledge, true and correct. We submit that, to the best of our knowledge, all aspects of this proposed project will be in compliance with existing municipal, territorial and federal codes, guidelines and laws. We commit as an organization to provide a safe and healthy workplace free from harassment, bullying, abuse and discrimination of any kind. We agree to allow representatives of the Government of Yukon access to the site and premises of the project described in this application, to inspect the books and records, to make inquiries and credit checks, and to obtain all pertinent information necessary to evaluate this application. We understand that all or part of this application may be made available to the public in accordance with the <i>Access to Information and Protection of Privacy Act</i>. We declare the society owes no debt to the Government of Yukon.</p> <p>Signature: _____</p>	

2. FINANCIAL INFORMATION

The council is interested in the **total** activity of your organization. The funding history table below provides a quick overview of the support your group has received in recent years. If you lack complete records for this section of the form please contact an arts advisor for assistance.

Funding type	2015/2016	2016/2017	2017/2018	2018/2019
Arts Operating Fund				
Arts Fund				
Other Yukon Government funds (specify)				
Total				

Your organization's fiscal year	From YYYY/MM/DD to YYYY/MM/DD
Last actual operating budget (last completed year's total budget)	\$
Current projected operating budget (latest projection of the current year's total budget)	\$
Next year's projected budget total	\$
Amount of contribution requested	\$

3. PROPOSED PROGRAM INFORMATION

On a separate sheet using this heading, provide a description of your planned activities **for the period for which you are requesting funds**. Do not describe past achievements, background or history. State your mandate and objectives as an organization and show how planned activities support that mandate. We ask that applicants also address the priorities of the Yukon Arts Policy (**see page 4**) in describing their plans for the coming period.

It is important to refer back to any comments you may have received from the Yukon Arts Advisory Council from past applications and to address those comments as needed.

Requests for funding increases must have a clear rationale. What is the increased impact and is there a corresponding increase in projected revenue, beyond Arts Operating Funds program?

The Yukon Arts Advisory Council recognizes that all groups might not have current programs that serve communities outside of Whitehorse, or artists at various levels of their development, or provide meaningful attention to First Nations' access to the organization's programming. However, the principles are fundamental to the AOF and organizations should remain cognizant of the need to creatively explore partnerships or other means to address the principles in ways that benefit Yukoners and the organization.

4. BUDGET INFORMATION

Fill out the graph on page 8. Depending on your fiscal year end, your application for funding will apply either to your current year or to your next fiscal year. Comparative financial information in the columns is requested as follows:

- a) **Last fiscal year** Provide actual figures from your last completed fiscal year. (This column should conform to the expense and revenue information contained on your reviewed or audited financial statement if your organization has one.) Attach a copy of the financial statement with the application.
- b) **Current fiscal year (two columns)**
 - Original budget: This will be the planned budget with which you began your current fiscal year.
 - Projected to year end: This will be your revised budget (up-to-date at time of application). This is the budget you are currently working with and should show your revised projections to year end. If your fiscal year has just started or if you are very near to fiscal year end, there may be little or no difference between these two columns.
- c) **Next fiscal year** The budget for your next fiscal year. This column need only be completed if it is the year to which your application for funding applies or if projected budget information is readily available.

In addition to completing this form, attach your current budget and most recent financial statements. Do not alter this form. Additional information can be included in budget notes.

This request for funds applies to: Current fiscal year
 Next fiscal year

Use date format: YYYY/MM/DD				
Last fiscal yr Fr _____ to _____	Current fiscal year Fr _____ to _____		Next fiscal yr Fr _____ to _____	
	Original budget to year end	Projected bud- get to year end		
A	B	C	D	
Expenditures				
Artistic fees/salaries/honor				
Production/exhibition				
Administrative fees/salaries				
Office/admin/rent/bldg maint				
Promotion/publicity				
Fundraising				
Other: (specify)				
Other: (specify)				
Total expenditures				
Earned revenue				
Subscriptions				
Admissions/single tickets				
Performance/service fees				
Workshops/classes				
School tours				
Other tours				
Concessions/bar/rentals/misc				
Other: (specify)				
Total earned revenue				
Fundraising				
Corporate donations				
Individual and memberships				
In-kind donations				
Foundations				
Gaming - casino/bingo/raffle				
Special events				
Other (specify)				
Total fundraising revenue				
Government support				
Arts Operating Funds program				
Lotteries Yukon				
Arts Fund/Touring Arts Fund				
Yukon Government - other (specify)				
Municipal				
Canada Council				
Department of Canadian Heritage				
Canadian Government – other (specify)				
Other (specify)				
Total government support				
Total revenue				
Surplus (deficit) for period				
Accumulated surplus (deficit)				

Enter surplus/deficit at start of last fiscal year.
The following years will be automatically calculated. _____

5. PERSONNEL STATISTICS

This section is intended to reflect your own statistics and will be used with information from other organizations to compile aggregate information about employment and voluntarism in the arts sector.

While volunteer information may be difficult to ascertain exactly, you are encouraged to track and estimate these statistics to the best of your ability. Include regular members, volunteer board members, ongoing volunteers and any project volunteers.

Provide data for last completed fiscal year	From YYYY/MM/DD to YYYY/MM/DD	
Administrators, coordinators, production staff, technical personnel, etc.	Employed for season/year-round	# of individuals _____
	Employed for project/event	# of individuals _____
Artists, artistic directors, creators, curators, directors, etc.	Employed for season/year-round	# of individuals _____
	Employed for project/event	# of individuals _____
Volunteers (include board and non-board) <small>A volunteer is someone who is working for a project/group and is not being paid. Generally, volunteers are not the participants or the beneficiaries of the project.</small>	# of volunteers _____	Total volunteer hours _____
	# of paid memberships _____	Membership fee range _____

6. EVENT STATISTICS

This section is intended to reflect your own statistics and to be used with information from other organizations to compile aggregate information about performing, workshop and exhibition activities in the sector.

Note that for these purposes, a festival is considered one event, while a series of 5 concerts or workshops during a season would be 5 events. Include free and ticketed events or public demonstrations.

Provide totals for last fiscal year		From YYYY/MM/DD to YYYY/MM/DD					
		# events	# subscriptions sold	# single tickets sold	# total attendance	% capacity (i.e. occupied vs available seats)	\$ total event revenue (if applicable)
Performances and exhibitions	Whitehorse						
	Yukon						
	National						
	International						
School performances	Whitehorse						
	Yukon						
	National						
	International						
Workshops and/or classes							
Other (specify)							
Totals						x	

7. REPORTING PAST YEAR ACTIVITIES

On a separate sheet using this heading, provide a report describing your group's activity over the last completed fiscal year and/or the period to which the last award of Arts Operating Funds applied. Do not describe achievements, background or history dating earlier than the most immediate period.

Use specific examples of activities as opposed to general mandate statements to give an accurate picture of your attention to fund guidelines. Describe how the activities supported your organization's mandate. If you have received funding from this program before, it is important to refer back to any comments you may have received from the Yukon Arts Advisory Council and address the comments as needed.

We ask that applicants clearly describe how their activities, of the past year only, addressed each of the priorities of the Yukon Arts Policy (**see page 4**).

Also describe:

- Did your past year activities change significantly from your original plans and budget? Explain.
- How does your group or organization co-operate with other groups and organizations in the arts community?

Application checklist

Include this page in your application. All pages should be 8 ½" x 11" as proposals will be photocopied. Do not staple, bind or add title pages. Keep a copy of this completed application for your own records.

Submit in this order:

- A completed and signed cover sheet (section 1) – must be signed by chair or president of the organization (additional cover letter not required)
- Completed sections 2 through 4
- Last completed financial statements* (reviewed or audited financial statements where possible), signed by two officers of the society
- Copy of current operating budget
- Copy of projected budget (the year for which you are requesting funds)
- Completed sections 5 through 7
- A copy (original not required) of the certificate of status from the Registrar of Societies.
- A list of board of directors for the organization
- List any additional documents included:

*Note:

A *budget* is a detailed estimation of all of your organization's revenue and expenses over a specified period of time; for Arts Funding purposes it would be the 12 month period to which this funding will be applied, also known as your fiscal year. A surplus budget means that your organization is anticipating profit, a balanced budget means revenues should equal all expenses, and a deficit budget means expenses will be higher than revenues. Surplus and deficit budgets need explanations; what will be done with the surplus, and if there is a deficit how will it be covered.

A *financial statement* is an accounting statement detailing actual financial data for your organization, including income from all sources, expenses and liabilities as of a set date, usually your fiscal year end. Financial Statements include a balance sheet and income statement. The balance sheet reports your organization's assets and any liabilities against those assets. The income statement reports the revenues and expenses. The difference between a budget and an income statement is that your budget is an estimate of your expenses and revenues for a future period whereas the income statement records the actual values for a set time period already passed.