

Arts Operating Funds

Annual Project Component

Project funds for groups with established annual arts projects that foster the development of the arts in Yukon.

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 outcomes 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 Project Component*

Eligible applicants include Yukon non-profit societies, First Nations, school councils, municipal governments, local advisory councils, and industry associations with an arts-focused project that meets the following criteria:

- The project fosters the creative development of the arts in the Yukon and supports the Yukon Arts Policy principles;
- The project is arts-focused, including literary, visual or performing arts; and,
- The project is an established annual activity that has occurred for at least three years.

Eligible costs

Eligible costs under the *Annual Project Component* include project-specific costs related to:

- artistic fees and expenses
- project co-ordination
- product development
- production costs
- audience development

Limitations to funding

Organizations whose projects are not focused specifically on arts-related activities may not receive funding under the *Annual Project Component*.

Only well-established projects will be considered for this funding. Newer projects or singular events should be submitted to the Arts Fund.

Projects, expenses and applicants not eligible for funding are:

- Individuals
- Capital projects (equipment, uniforms, renovations, facilities)
- Projects that start prior to application deadline
- Projects that directly compete with local private sector initiatives
- Expenses not directly related to the project

Funding thresholds

There are no maximum funding amounts specified for the *Annual Project 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 available is limited and may fluctuate depending on available resources. Funding requests should be proportionate to the impact of the applicant's activities and based on realistic figures.

To apply

Application requirements

1. Applications should be clear and concise and should include:

- A report, financial statement and evaluation of the previous year's project
- A completed and signed cover sheet (attached)
- A detailed project description which addresses the following considerations:
 - what are the objectives of the project
 - how these objectives will be achieved
 - what are the benefits of the project
 - who benefits from the project
 - how the project's success will be measured and evaluated
 - a description of resources and background that qualify the applicant and its project partners to complete the project
 - an explanation of any significant discrepancies from the previous year's project or budget
 - address any comments from the Yukon Arts Advisory Council from the previous year's adjudication
 - AOF Annual Project Criteria (below)
 - Arts Policy principles (below)
- A project timeline
- A detailed project budget outlining all expenses and revenues for the project
- A completed budget summary and statistics form (attached)
- Any other relevant attachments (letters of support, for example) that support and strengthen your application

2. AOF annual project criteria

- The relevance of the project to Yukon arts development and benefits to the Yukon
- The degree of community exposure and participation that the project will receive
- Demonstration of a thorough investigation of alternate funding sources
- The degree of earned revenue, fundraising, or fee for service components of the application
- The nature and extent of the applicant's financial contribution
- Projects should be no longer than one year in duration, and may not begin before the application is submitted.

3. Arts Policy principles

Address these Arts Policy principles as they pertain to your group's previous year's event and the proposed event:

- 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;

Assessment of applications and approval process

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. Assessment is based on the submitted information as above and includes:

- 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;
- A realistic and viable budget and evidence of sound financial management; and,
- Available budget in the Arts Operating Funds.

Normally, applicants will be notified in writing of the results within 8 weeks of deadline. With this in mind, applications for projects that will begin 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.

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.

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 Project 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.

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 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 project is made possible through the assistance of the Arts Operating Funds – Annual Project Component, Department of Tourism and Culture, Jeanie Dendys, Minister.”

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.



PROJECT INFORMATION

Name of project

One-sentence description of the project

APPLICANT INFORMATION

Applicant/organization name (if registered non-profit organization, provide complete name)

Mailing address	Town/City	Postal Code
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Physical address (if different from mailing address)

Phone	Fax	Email
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Board president/chair	Board president/chair email
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Contact person	Contact person's position
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What type of organization are you? (check **one**)

Community association
 Industry association
 Municipal government
 First Nation
 School council
 Registered non-profit organization (attach copy of *Certificate of Status* from Corporate Affairs)

Amount of funding requested	Total budget of project	Project start date YYYY/MM/DD	Project end date YYYY/MM/DD
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Declaration of applicant:

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 *Access to Information and Protection of Privacy Act*. We declare the organization owes no debt to the Government of Yukon.

Signature of board president/chair	YYYY/MM/DD Date
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BUDGET SUMMARY

Summarize from your detailed budget into the following general categories. The totals should match your submitted budget. Fill in column A and B at application; column C with your final report. If individuals perform different roles within one position, estimate the fees by the percentage of time in each category.

Project name: _____

		18/19 Actual	19/20 Budgeted costs	19/20 Actual costs (final report)
		A	B	C
Expenditures				
Artistic fees	Fees, wages, contracts, salaries, honoraria etc. for artistic personnel (artists, writers, performers, artistic directors, curators, choreographers, photographers, directors, etc.).			
Administrative fees and expenses	Costs related to administrative personnel and processes including executive directors, office staff, general managers, insurance, overhead, office supplies and expenses.			
Promotion	Costs for design, placement, marketing, web, and promotional services.			
Production expenses	Costs related to logistics, public presentation, mounting, and execution of the event such as wages and expenses for technical, production, producers, coordinators, and other support crew, venue, supplies and equipment, rentals, transportation, etc.			
Other	Costs associated with events but not directly supporting the artistic expression (reception expenses, security, guest entertainment, volunteer appreciation, etc.).			
Total expenditures				
Revenue		A	B	C
Earned revenue	Income from activities (admission, sales, registrations, memberships, ad space, concession, bar, service contracts, etc.).			
Fundraising	Cash or in-kind contributions from individuals, sponsors and partners (donations).			
Applicant in-kind equity	Resources that the applicant can contribute so the activities will not have to pay for them.			
Applicant cash equity	Money in the bank that the applicant will put towards the activities.			
Other government funding	Funds from any level of government.			
Shortfall = request to AOF annual project				
Total revenue				

STATISTICS

Estimate the following event/activity statistics related to your project. If items do not apply, explain in the proposal.

		18/19 Actual	19/20 Budgeted costs	19/20 Actual costs (final report)
		A	B	C
# of events or activities				
# of audience/public attendance/participation				
# of artistic personnel including artists/performers				
# of administrative personnel including coordinators				
# of volunteers	A volunteer is someone who is working for a project/group and is not being paid. Volunteers are not participants or beneficiaries of projects when participating or benefitting.			
Total # of volunteer hours				

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
- A detailed project description which describes how the project addresses the application requirements, AOF Annual Project criteria, and the Arts Policy principles
- A report, financial statement and evaluation of the previous year's project
- A project timeline
- A detailed project budget that includes all projected costs and revenues (figures should match those on the Budget Summary and Statistics form)
- A completed Budget Summary and Statistics form
- A copy (original not required) of the certificate of status from the Registrar of Societies.

List any other attachments (bios, support letters, evaluations of previous projects) that support and strengthen this application.