

## ELIGIBILITY INFORMATION

### WHO IS ELIGIBLE TO APPLY?

Individual artists (singers, dancers, actors, painters, sculptors, composers, choreographers, novelists, playwrights, poets, filmmakers, etc.) and not-for-profit arts organizations within Waterloo Region are eligible to apply for ARTS FUND grants. Previous grant recipients are eligible if prior grants are in good standing and if project Final Reports have been completed and submitted.

### WHAT CAN I APPLY FOR?

The ARTS FUND wants to **make art happen** (i.e. stimulate arts activity) in the Region. This includes projects to make art happen now (in the next 12 months) and projects that will enhance an organization's ability to make even more art happen in the future. The ARTS FUND typically directs its support to one-time projects and does not generally fund major capital building ventures or provide operating funds. (Press releases contained in the "News" section of the ARTS FUND's web site provide a sense of the range of projects the ARTS FUND has supported to date.) No more than one(1) application per individual/organization per a granting round will be accepted.

### WHAT SIZE GRANT MAY I APPLY FOR?

You may apply for as much money as you need, but please bear in mind that the ARTS FUND will be allocating its annual budget to address needs across the entire Region. The ARTS FUND's intention is to provide meaningful grants, though not operating grants, typically. (Press releases contained in the "News" section of the ARTS FUND's web site provide a sense of the size of the grants that the ARTS FUND has given to date.)

### HOW DO I APPLY?

The ARTS FUND's aim is to make the process of applying for funds as easy and straightforward as possible. To this end, the ARTS FUND has implemented a two-stage application process in which only the short-listed Stage 1 applicants will be asked to complete the more detailed Stage 2 application.

## APPLICATION EVALUATION

### WHO WILL EVALUATE MY APPLICATION?

All applications will be evaluated by the ARTS FUND's independent 14-member Board. Board members have a broad range of involvement in the arts in the Region as members and directors of arts community groups and organizations, as arts educators and consultants and as artists themselves. The Board may also seek outside expert advice from time to time.

### ON WHAT BASIS WILL MY APPLICATION BE EVALUATED?

- Artistic merit.
- Benefit to Waterloo Region.
- Contribution to the vibrancy of the arts and cultural sector in our community.
- Visibility – will it reach the public?
- Viability of the concept – is it doable, realistic?
- Ability of the applicant to complete the project successfully.
- The extent to which a grant from the ARTS FUND will encourage other funding or matching grants from other sources.
- Projects that would otherwise not take place.



C/O REGIONAL CLERK'S OFFICE  
2ND FLOOR, REGIONAL ADMINISTRATION BUILDING  
REGION OF WATERLOO  
150 FREDERICK STREET  
KITCHENER, ON N2G 4J3



ARTSFUND.CA



## APPLICATION INFORMATION

## STAGE 1 | INITIAL APPLICATION

All individuals and not-for-profit arts organizations interested in being considered for a grant from the ARTS FUND must submit a brief Stage 1 application which will answer the following questions:

- Who are *you*?
- What is your *legal / corporate status*?  
(self-employed artist, not-for-profit organization, etc.)
- Have you applied for an ARTS FUND grant before? Provide details of the application outcomes and the grants received indicating the year and the amount.
- What is your artistic *track record*?
- What do you want to *do*?
- Are you planning to work with a *partner or partners*?
- What is your *preliminary estimate* of what the project will cost?
- How much are you *requesting* from the ARTS FUND?
- What are your anticipated *sources of revenue*? Please indicate which, if any, of those sources of revenue have been confirmed.
- Are you in default of a previous ARTS FUND grant?
- What is the *benefit* to the Region?
- Where* will it happen?
- When* will it happen?

NOTE: Please do not submit CDs or additional supporting materials with your Stage 1 Application

## STAGE 1 | APPLICATION DEADLINES

FRIDAY, MARCH 2, 2012 | SPRING STAGE 1 APPLICATION DEADLINE  
FRIDAY, SEPTEMBER 7, 2012 | FALL STAGE 1 APPLICATION DEADLINE

## APPLICATION SUBMISSION

The Region of Waterloo ARTS FUND will evaluate applications twice each year.

**Fifteen copies (15)** of the application must be submitted to the Region of Waterloo ARTS FUND, and applications must be received no later than **4:00 p.m.** on the deadline dates. Electronic applications will not be accepted.

**ALL APPLICATIONS MUST BE DELIVERED OR MAILED TO:**  
Region of Waterloo ARTS FUND

c/o Regional Clerk's Office  
2nd Floor, Regional Administration Building  
150 Frederick Street, Kitchener, ON N2G 4J3

Stage 1 applicants will be notified by April 20, 2012 (Spring) and October 12, 2012 (Fall) if they have been selected to move to Stage 2 of the application process.

Those who are selected will be asked to submit a more detailed Stage 2 application.

## STAGE 2 | DETAILED APPLICATION DEADLINES

FRIDAY, MAY 11, 2012 | SPRING STAGE 2 APPLICATION DEADLINE  
FRIDAY, NOVEMBER 9, 2012 | FALL STAGE 2 APPLICATION DEADLINE

## STAGE 2 | DETAILED APPLICATION SUBMISSION

An application form and submission deadlines with respect to the Stage 2 detailed application will be sent to the short-listed Stage 1 candidates at the time they are notified of their status.

Please note that moving to Stage 2 of the application process is not a guarantee of a grant.

Grant recipients will be asked to sign a funding agreement which will require that, if the project is not completed per the agreement and within 12 months of the receipt of the ARTS FUND grant, the grant must be repaid.

The grant will be paid in instalments. The first instalment of 90% will be paid upon receipt of the signed funding agreement. The final instalment of 10% will be paid upon receipt of the Final Report.

Grant recipients are required to file a post-project Final Report with the ARTS FUND within three months of completing the project.

Grant recipients are required to acknowledge the contribution of the ARTS FUND in any printed, verbal or electronic description (brochures, programs, press releases, posters, websites etc.) of their project, according to specific guidelines provided in the grant agreement.

**MISSION.** THE MISSION OF THE REGION OF WATERLOO ARTS FUND IS TO PROMOTE, ENCOURAGE AND PROVIDE SUPPORT TO ARTS ORGANIZATIONS AND INDIVIDUAL ARTISTS THAT CONTRIBUTE TO THE VIBRANCY OF THE ARTS AND CULTURAL SECTOR TO BENEFIT THE PEOPLE OF THE REGION OF WATERLOO. THE ARTS FUND INCLUDES PERFORMING (THEATRE/DANCE/MUSIC/OPERA), VISUAL AND LITERARY ARTS IN ITS AREA OF INTEREST AND IS OPEN TO FILM, VIDEO, NEW MEDIA, ETC. THE 14-MEMBER BOARD IS RESPONSIBLE FOR ALLOCATING FUNDING PROVIDED BY REGIONAL COUNCIL ON AN ANNUAL BASIS. REGIONAL COUNCIL DETERMINES ITS GRANT TO THE ARTS FUND BASED UPON A PER CAPITA ALLOCATION AND THE ESTIMATED POPULATION FOR THE REGION.

**BACKGROUND.** THE REGION OF WATERLOO ARTS FUND IS A NOT-FOR-PROFIT CORPORATION ESTABLISHED IN 2002 BY THE REGIONAL MUNICIPALITY OF WATERLOO. IT WAS CREATED TO OPERATE AT ARMS-LENGTH FROM THE REGION AND TO PROVIDE FUNDING FOR THE PERFORMING, VISUAL & LITERARY ARTS. THE ARTS FUND IS MANAGED BY A BOARD OF 14 PERSONS, REPRESENTING A BROAD SPECTRUM OF INVOLVEMENT IN THE ARTS. SINCE WELCOMING ITS FIRST APPLICATIONS IN 2003, THE ARTS FUND HAS MADE GRANTS TOTALLING MORE THAN \$1,370,000 TO THE REGIONAL ARTS COMMUNITY.

## CONTACT INFORMATION:

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