

**INSTRUCTIONS FOR COMPLETING THE STAGE 1 APPLICATION
FOR A GRANT FROM
THE REGION OF WATERLOO ARTS FUND**

Be sure to read all of the questions prior to completing this application.

Do not exceed the space provided in the 2-page application.

Do not include supplementary materials (i.e. DVDs) with your application.

Fifteen (15) copies of your Stage 1 application must be delivered by hand or mail and must arrive at the ARTS FUND by **4:00 p.m.** on the prescribed deadline date. **Late applications will not be accepted.**

Only one application per applicant is permitted.

Please refer to the website for timelines and application deadlines: **www.artsfund.ca**

Final adjudication will be made by the Board of Directors. All applicants will be advised by mail.

Applications should be mailed or hand-delivered to:

Region of Waterloo ARTS FUND
Attn: Stevie Natolochny
Council & Administrative Services
c/o Regional Clerk's Office
Regional Administration Building, 2nd Floor
150 Frederick Street, Kitchener, ON, N2G 4J3

For further information you may contact:

Stevie Natolochny 519-575-4450 snatolochny@regionofwaterloo.ca

Your personal information will be shared in confidence with board members of the Region of Waterloo Arts Fund and employees of the Regional Municipality of Waterloo. The names, address, contact information and locations of successful funding recipients, together with details of their respective projects, may be made available to the public, along with the amount of the award. Questions regarding the collection and use of personal information by the Arts Fund may be directed to Stevie Natolochny at 519-575-4450.

STAGE 1 GRANT APPLICATION



1. Individuals and artistic organizations within Waterloo Region are eligible to apply for an Arts Fund grant. Please provide your contact details.

Applicant/Primary Contact's Name: _____

Name of Organization/Group/Collective (if applicable):

Address: _____

City: _____ **Postal Code:** _____

Daytime Telephone: _____ **E-mail:** _____

Website URL: _____

2. What is your legal/corporate status?

Self-employed Artist

Not-for-profit Organization

Other - Please specify: _____

3. What do you want to do to 'MAKE ART HAPPEN' in Waterloo Region? Briefly describe. Provide the name/title of your proposed project.

Name/Title of Project: _____

4. Arts Fund granted projects must take place within Waterloo Region. Will your project take place within Waterloo Region?

Yes

No

Provide the location/venue for your proposed project: _____

5. Arts Fund granted projects must take place within 12 months of grant approval. Will your project be completed within this prescribed time frame?

Yes – Provide the date: _____

No - Provide the date: _____

6. How much are you requesting from the Arts Fund?

\$ _____

7. What is your preliminary estimate of what the project will cost?

\$ _____

Provide a breakdown of the estimated costs:

8. What are your estimated sources of revenue?

Source: _____	Amount: \$ _____	Confirmed? Y / N
Source: _____	Amount: \$ _____	Confirmed? Y / N
Source: _____	Amount: \$ _____	Confirmed? Y / N

9. Have you applied for an Arts Fund grant before?(Provide most recent information first.)

Yes	Date: _____	Amount Granted: \$ _____
	Date: _____	Amount Granted: \$ _____
	Date: _____	Amount Granted: \$ _____

No

10. Are you in default of a previous Arts Fund grant?

Yes Provide details: _____

No

11. What is the benefit of the proposed project to the Region of Waterloo?

12. What is your artistic track record?

13. Are you planning to work with a partner or partners? Yes ___ No ___

If yes, provide details: _____

Signature of Applicant/Authorized Contact Person: _____

Date: _____