



**City of Victoria
COMMUNITY ARTS PROGRAM GRANTS
Community Public Art (CPA)
Application Form**

Application Deadline: May 1 annually

Instructions: Please carefully review the program guidelines before completing this application. Please print (in ink) or type the following application, completing each section fully.

1. Applicant Organization Information:

NAME OF SPONSORING ORGANIZATION:

ADDRESS OF ORGANIZATION:

Postal Code:

Telephone:

Facsimile:

E-mail:

CONTACT PERSON (the person who will supervise the project):

Name:

Position:

Business telephone:

Home telephone:

Facsimile:

E-mail:

Please briefly describe your organization's history, mandate and governance structure:

ARTIST INFORMATION:

Name:

Business telephone:

Home telephone:

E-mail:

Artist Profile: Please describe your training and experience and how you qualify to undertake this project. Please outline your personal goals and objectives for the project.

(Note: where artists are not yet selected, outline the type of artist you are seeking and how you intend to select the artist. Approval in principal *may* be given to projects where the artist has not been identified.)

2. Program Information

PROGRAM BEING APPLIED FOR:

Project Name:

PROJECT DESCRIPTION:

- a) Please provide an overview of the project including the following information:
- the individuals, groups, community(ies) you are targeting;
 - the community's needs in the arts and how they were determined
 - a statement describing your organization's commitment to support the program including real and in-kind resources.
 - How the artist will be involved and supported in the project
 - Artist's remuneration and materials and supplies
 - Project supervision and administrative support.

b) Please describe the goals of your project, how they relate to the needs identified in section 2(a), and how they will be achieved.

c) Project Timelines: from ____ / ____ / ____ to ____ / ____ / ____
Day Month Year Day Month Year

(Note: the start date of the project cannot precede the grant deadline)

3. Project Requirements:

a) Supports to the Artist(s) (including admin support, space, materials, etc.)
Please describe the venue you will provide for the artist to work in and the resources and supports you will provide to the artist.

b) Site Appropriateness (public art projects only):

Please describe the site you have chosen, the significance of the site to the community and how public art will affect this site. Please indicate what steps you have taken to ensure the agreement of the owners to allow the art to be located on the site, as well as the steps you have taken to get the support of adjacent neighbours to the proposed site.

c) Sustainability of Public Art:

Please describe the maintenance requirements of the art work (a detailed maintenance schedule will be required prior to the completion of the project) and who will be responsible for maintaining the work.

4. Project Outcomes

In the three areas listed below, please describe the tangible result you intend to achieve through your project and how you will demonstrate your success (i.e. measurable, quantifiable indicators).

Community Engagement: How will your project engage the community? What will you do to ensure community participation, volunteers and support?

Legacy: What will you do to ensure this project has a lasting legacy?

Partnership: Please describe the organizations involved in this project (if applicable) and their proposed roles and contributions.

5. Budget Summary

Please complete the form below and attach additional information, if necessary. There is \$10,000 available for each grant. Artists' fees are set at a minimum of \$25/hour. Volunteer time is valued at \$15/hour.

Income:	Amount Proposed:
Cash donations/fundraising	\$
Program fees	\$
In-kind contributions (non-cash – please list as an attachment)	\$
Other grants (please list sources and amounts as an attachment)	\$
Partner cash contributions (letters of commitment must be attached.)	\$
Other sources (please list as an attachment)	\$
Total In-Kind Contribution (min. \$3500):	\$
Community Arts Program Grant (CPA)	\$
Total Income	\$

Expenses:	
Artist fees	\$
Materials and supplies	\$
Program and administrative support	\$
Facilities/studio	\$
Travel costs	\$
Advertising and Promotion	\$
Other costs (list)	\$
Total Expenditures	\$

6. Declaration:

Sponsor Declaration:

I hereby certify that the information contained in this application is accurate and complete and has been developed in cooperation with: (check applicable boxes)

the proposed artist

the partner organization(s).

I further agree to abide by all the terms and conditions of the program as outlined in the Community Arts Program guidelines.

Organization Signing Authority

Partner Organization (if applicable)

Print Name

Print Name

Date:

Date:

Artist Declaration: (if more than one artist is involved, please provide a declaration for each)

I hereby certify that the information I have provided in this application is accurate and complete and that I am a professional artist, a Canadian citizen or landed immigrant and a resident of the Capital Regional District.

Artist:

Print Name

Date:

7. Final Checklist

Before you submit your application, be sure you have:

- Carefully reviewed the program guidelines
- Filled out the entire application form
- Attached the artist's portfolio and/or resume
- Attached project visual renderings or proposed programs (if applicable)
- Included letters of support/commitment
- Signed and dated the declaration

8. Applications

DEADLINE: MAY1 ANNUALLY

Applications may be mailed, e-mailed or faxed.

Mail to:

Gail Price-Douglas
Recreation & Community Development
City of Victoria
633 Pandora Avenue
Victoria, BC, V8W 1N8

E-mail to: gprice-douglas@victoria.ca

Fax to: 361-0385 Attn: Gail Price-Douglas

Mailed applications must be postmarked by MAY 1 annually. Hand-delivered, e-mailed and faxed applications must be received no later than 4:30 p.m. May 1 annually. Late applications will not be accepted under any circumstances and will be returned unopened.