

2007 EDMONTON EXPLORATIONS GRANT APPLICATION AND INFORMATION



The deadline for submission of this application is **October 1st, 2007**. Incomplete or late applications will not be accepted or considered. Applications must be delivered to the Edmonton 2007 Cultural Capital Project office at Suite 200, 10225-100 Ave, Edmonton, Alberta T5J 0A1

I. General Information

Name of Applicant: _____

Address: _____ Postal Code: _____

Home Phone: _____ Work Phone: _____

Email Address: _____

Project Summary: _____

Project Start Date: _____ Project End Date: _____
no later than June 1, 2008

II. **Grant Request:** (this amount must match the grant amount projected) \$ _____

III. Declaration of Applicant:

In making this application, I the undersigned applicant or representative of the applicant, hereby declare to the City of Edmonton through the Edmonton 2007 Cultural Capital Project that to the best of my knowledge and belief the information provided is truthful and accurate; the application is made on behalf of the individual named on this page with his or her full knowledge and consent; the applicant meets all of the criteria of fundamental eligibility to apply for an Explorations Grant.

Dated at Edmonton, Alberta this _____ day of _____, 2007.

Signature of Applicant: _____

The information on this application is being collected under the authority of Section 33(c) of the FOIP Act and will be used by the Edmonton Arts Council to determine eligibility for the Edmonton Arts Council's grant programs. The aggregate data may be used for program planning and evaluation. All information collected by the Edmonton Arts Council is protected by the provisions of the FOIP Act. You may direct questions about the collection, use or disclosure of your personal information by this program to the Edmonton Arts Council at (780) 424-2787.

IV. All Applications must include the following:

1. Completed General Information Form
2. Completed Attachment 1-Financial Information Sheets.

The following items are required and may be submitted in alternate formats (video, slides, PowerPoint, audio recording, etc. If you require more information about formats or the grant procedure in general, please contact Alison Turner, Outreach Coordinator. Her direct line is (780) 938-8449, and email is: alison@edmontonculturalcapital.com

3. A detailed description of the project including project goals, names of participants, dates and timelines. Please limit your description to one page or 3 minutes of visual/audio.
4. A current resume, curriculum vitae or other format describing applicant's artistic history, as well as a profile of the project's other key participants (if applicable).
5. A description of how the work is new, a reinterpretation of past work or a significant enhancement of work in progress
6. A plan for some form of public presentation within the course of 2007 or 2008
7. A description of how the work addresses the overall theme of connections between Edmonton artists and Edmonton audiences.
8. Support material demonstrating the applicant's artistic work. Support material may include:
 - audio cassettes,
 - CDs (please specify track),
 - DVD or VHS tape,
 - slides or photos,
 - writing samples
 - other

Every effort will be made by the jury to give each application full consideration. Please limit your support material to a total review time of approximately 10 minutes.

V. Successful applicants will be required to provide the following:

1. The recipient of a grant from this program must submit a final report within 30 days of the completion date specified on the application. This report must include the completed column on Attachment 1 and a detailed description of the project including any variance from what was described in the application.
2. Recipients of this grant program are required to acknowledge the support of Edmonton 2007 Cultural Capital Project, Canadian Heritage, Government of Canada, the City of Edmonton and the Edmonton Arts Council. All logos available on the Edmonton Cultural Capital website www.edmontonculturalcapital.com

**2007 Explorations Grant
Attachment 1 - Financial Information Forms**

Production Expenses	Projected	Actual <i>(complete and submit with final report)</i>
Professional fees for artists		
Fees for support workers		
Materials (e.g. paint, printed music, blank media)		
Studio rentals (if applicable)		
Other (specify)		
Other (specify)		
Other (specify)		
A) Total Production Expenses		

Presentation Expenses	Projected	Actual <i>(complete and submit with final report)</i>
Hall/gallery rental		
Fees for technicians		
Equipment rental		
Front of house/box office support		
Marketing/Promotion		
Other (specify)		
B) Total Presentation Expenses		

Other Expenses	Projected	Actual <i>(complete and submit with final report)</i>
Artist Subsistence		
Administration		
Other (specify)		
Other (specify)		
C) Total Other Expenses		

Total Expenses	Projected	Actual <i>(complete and submit with final report)</i>
D) (A+B+C)		

Revenues	Projected	Actual <i>(complete and submit with final report)</i>
Explorations Grant		
Other grant(s) (specify)		
Ticket sales/admissions		
Other (specify)		
E) Total Revenues		

Summary	Projected	Actual <i>(complete and submit with final report)</i>
Total Expenses (Box D)		
Total Revenues (Box E)		
Surplus (Deficit)		

Note: The Financial Information Form is meant to serve as a guideline. Not all categories will apply to your project. For questions or assistance with the budget portion of your application, please contact Alison Turner at the Edmonton 2007 Cultural Capital office.

GRANT INFORMATION AND GUIDELINES

A cornerstone of Edmonton 2007 Cultural Capitals Program, Edmonton Explorations grants will encourage connection between Edmonton artists and Edmonton audiences, fostering, in particular, the development of unknown or under-recognized talent as well as allowing established artists an opportunity to address their audience in new and interesting ways.

Purpose

Explorations grants are intended to support the creation, production or presentation of work in any art form. This may include:

- Professional fees for artists and support workers such as sound recording engineers, etc.
- Materials such as paint, printed music, blank media, etc.
- Production expenses such as studio rentals, insurance, sets and props, printing, transportation of materials, etc.
- Presentation expenses such as hall and gallery rentals, piano tuning, stage managers, etc.

Funds **cannot** be used for:

- Travel outside of the Edmonton region
- Capital expenses including purchase of equipment or musical instruments
- Receptions or hospitality
- Endowments
- Formal education or training

Eligibility

Artists of all disciplines, ages, and cultural backgrounds are encouraged to apply.

Applicants:

- must be an individual. Collaborations between two or more artists are eligible but registered non-profits arts organizations are not eligible
- must either be a resident of the City of Edmonton or a resident of the Greater Edmonton region (as defined by the Alberta Capital Region Alliance) with a strong artistic identification with the City of Edmonton.
- must fit the Edmonton Arts Council definition of artist¹

Proposals:

- must involve new work, a reinterpretation of past work, the significant enhancement of work in progress
- must include a plan for some form of public presentation within the course of 2007 or 2008
- should address, in some manner, the overall theme of connections between Edmonton artists and Edmonton audiences. This does not mean that the subject matter of your proposal has to be Edmonton; there are no parameters guiding subject matter.

Marketing

Artists will be primarily responsible for organizing a public event featuring their work. Limited assistance will be provided by Cultural Capital and EAC staff. If tickets are sold to the event, the artist may keep the revenue. The Edmonton Cultural Capital team will be providing marketing support for the public presentation of all projects included in the Edmonton Explorations Grant program. For each project, the EAC will donate in-kind a standard artist promotional package through their community box office (TIX on the Square) valued at \$125. The Edmonton Cultural Capital team will attempt to connect these projects to established arts and festival events taking place in Edmonton. Additional promotion of these public presentations may be done by the artists involved but Cultural Capital grant funds can not be used for this purpose.

¹ For the purpose of approving grants for individuals, the Edmonton Arts Council defines an “artist” as an individual who has completed training, an apprenticeship, or has a recognized body of work in an arts discipline; and meets the requirements of one or more of the following:

- is dedicated to the professional practice of the art, as evidenced by a significant investment of time and resources;
- receives payment for artistic work (i.e. artist fees);
- has received public exposure, through professional showings, screenings, publication, or performances where selection was carried out by an objective, arm's length body such as a jury or publisher;
- enjoys peer recognition through critical reviews, participation in community or cultural activities, and membership in professional associations.

Selection Process

Grant recipients will be chosen by a peer jury, in a process overseen by the Edmonton Arts Council's Director of Grants. The Jury Chair will be appointed by the Cultural Plan Steering Committee. All Jury decisions will be final but the Steering Committee will formally approve the final recommendations and ensure that the process has been fair and all guidelines followed.

There will be no appeal process.

Application Process

Grants will be administered twice in the year with one deadline on May 15th, 2007 for projects to be completed by December 2007 and the second deadline on October 1st, 2007 for projects to be completed by June 2008. Alternative forms of application including video and/or audio presentations will be considered as well as written applications.

Level of Support

A grant of \$30,000 will be the maximum amount available in support of any one project. It is expected that a minimum grant will be \$10,000. Only one grant is allowable to an individual under this program.

Release of Funds

Successful applicants will receive access to 80% of their Cultural Capital funding upon signing of a letter of agreement outlining the uses and restrictions of the funds. A further 10% will be allocated after receipt of an interim report and update. The final 10% will be allocated upon completion of a final report from the applicant.

For information or assistance please contact:

Alison Turner

Outreach Coordinator, Edmonton Explorations

Edmonton 2007 Cultural Capital Project

200, 10225-100 Ave

Edmonton, AB T5J 0A1

alison@edmontonculturalcapital.com

(780) 938-8449