



COMMUNITY  
ARTS  
COUNCIL OF  
VANCOUVER

**Community Arts Fund Program  
Support for Downtown Eastside Community Art Projects**

**Section A: Project Application Cover Sheet**

**Project name:** \_\_\_\_\_

**Lead Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Society number:** \_\_\_\_\_

**Charitable Registration Number (if applicable):** \_\_\_\_\_

**Contact person(s):**

**Name:** \_\_\_\_\_

**Position in Organization:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone numbers(s):** \_\_\_\_\_

**Collaborating artist(s):** \_\_\_\_\_

**Organizational partners (if applicable):**

**Name of organization, contact person, phone and email address:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Brief project description:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Amount requesting** from the Community Arts Fund Program: \_\_\_\_\_

## **B: Authorized Signatures of Lead Organization**

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Name / Position

Date

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Name / Position

Date

## **C: Project Description**

This section should be a maximum of 4 pages in length, typed, and include the following items:

1. Describe your organization's mandate and experience with community arts.
2. Describe your project, including how it addresses one or more of the Downtown Eastside Community Arts Program Priorities (see page 2 of the Guidelines). Make sure to include the role of the artist(s).
3. Describe which objectives (listed on page 2 of the Guidelines) your project will achieve and how this will be done.
4. Identify other community organizations and groups you will be collaborating with and what their role will be, if applicable.
5. Provide a description of how you will evaluate the project. What success elements are you hoping to achieve?

## **D: Timeline**

Provide a project schedule/ timeline of key activities (*max 1 page*).

## **E: Project Budget**

Provide a budget for the project, using the attached budget template. Include both revenues and expenses. For revenues, indicate which are confirmed.

## **F: Confirmation of Collaboration**

- ☐ Artist bio(s)
- ☐ Artist letter(s) of confirmation
- ☐ Letter(s) of confirmation from organizational collaborators, if applicable.

## **G: Financial Statements**

Financial Statements must include a Balance Sheet, Income Statement and Notes. Internally prepared financial statements must be signed by two board members of the organization.

## **H: List of Board of Directors**

Please include a list of the current board of directors of the lead organization.