



COMMUNITY  
ARTS  
COUNCIL OF  
VANCOUVER

## Community Arts Fund Program: Support for Downtown Eastside Community Art Projects Guide to Filling out the Application

### Section A: Cover Sheet

Ensure you fill out each applicable portion.

**Lead organization** – this is the organization that is responsible for the project. It need not be an arts organization but it must be a registered non-profit in the Downtown Eastside (Waterfront to Terminal, Clarke to Cambie).

**Collaborating artist** – this person needs to be integrally involved in the project, from inception, execution and evaluation. The artist is not the applicant – the lead organization is.

**Organizational collaborators** – although not a requirement, the program prioritizes projects that include collaborations between organizations as well as with an artist.

### B: Authorized Signatures

Two signatures from the lead organization are required.

### C: Project Description (maximum 4 pages)

In order to ensure you provide all the required information, it is a good idea to structure your project proposal under the following points:

1. **Describe your organization's mandate and experience with community arts.** – in this section you are providing credibility as the lead applicant.
2. **Describe your project, including how it addresses one or more of the Program priorities and two or more of the Program objectives** – these are listed on the second page of the Guidelines. Refer to them directly; do not assume the reader will make the correct inference. Choosing a few strong objectives is more credible than attempting to meet all of them.
3. Make sure the **artist's role** in the project is adequately described and fits the definition of collaboration as outlines in the Guidelines.

4. If the project has been undertaken in the past and this is a new iteration, ***what difference will the CAF money make? What is new about this project?*** If your organization has received CAF funding previously, how will this project build on what has happened in the past?
5. ***Identify other community organizations and groups you will be collaborating with and what their role will be, if applicable*** – although not required, the program prioritizes applications that include collaborations between organizations as well as with an artist. These organizations must have a clearly defined role in the project.
6. ***Provide a description of how you will evaluate the project*** – what will constitute success for this project and how will it be measured? Be as specific as possible, including who will be undertaking the evaluation.

#### **D: Timeline (maximum 1 page)**

***Provide a project schedule/timeline of key activities*** – funding is available for projects that commence on or after July 1, 2016 and conclude by June 30, 2017. Include the timeframe for evaluating the project.

#### **E: Project Budget (use template provided)**

***Provide a budget for the project, using the budget template provided.*** Budget must include both revenues and expenses. The program anticipates projects having funding in addition to the program grant.

**Include all revenue sources** and indicate which, if any, are confirmed. In-kind revenues (non-monetary donations of goods and services that have a dollar value, e.g. donated food) should be included.

**Include all expenses** needed to carry out the project. If you have included in-kind revenues, the same amount needs to be shown as in-kind expenses. In-kind is a neutral amount. Revenues should equal expenses. If there is a surplus, you need to explain how it will be used.

#### **F: Confirmation of Collaboration**

Your application must include the following:

- ***Artist bio*** – speaks to the background of the artist(s) to undertake the project, including their experience with community engaged arts. Links to websites or samples of work should be included to support the artist(s) practice.

- **Artist Letter of Confirmation** – this is a statement that the artist has worked with the applicant in developing the project and is willing and able to undertake it as described in the application.
- **Letters of confirmation from organizational collaborators, if applicable** – similar to the letter from the artist, it confirms the organization’s involvement and willingness to participate.

## G: Financial Statements

- **Financial Statements** – this must include a balance sheet (assets, liabilities, net assets) and income statement (revenue and expenses) for the last completed fiscal year. Ideally these will be reviewed by an independent auditor. Internally prepared statements must be signed by two members of the board of the organization.

## H: List of Board of Directors

- **List of Board of Directors** – current board members of the lead organization.