



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

Name / Position

Date

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. Make sure to include the role of the artist(s).
3. Describe which Program Objectives 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.