



Community Arts Fund Program: Support for Downtown Eastside Community Art Projects
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(s): _____

Organizational partners – provide organization name and key contact people (phone and email addresses)

Brief project description (one paragraph)

Authorized Signatures of Lead Organization:

Name / Position

Date

Name / Position

Date

Project proposals should be a maximum of 5 pages exclusive of cover sheet, project budget and financial statements. They should include the following information:

Project Description

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 (1-2 pages)
3. Describe which objectives your project will achieve and how this will be done. (1 -2 pages)
4. Identify other community organizations and groups you will be collaborating with and what their role will be. (1 page)
5. Provide a project schedule/ timeline of key activities.

Additional Information Required

1. Project Budget

Please include a budget for your project including income from other sources and in-kind contributions. Note: funds are to be provided for project expenses including staffing, artist fees and project expenses. They are not to be used for capital expenditures, fundraising or for organizational operating expenses.

2. 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.

3. List of Board of Directors

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