

Quesnel District Community Arts Council

Project Support GRANTS

INFORMATION & GUIDELINES

APPLICATION FOR REGISTERED NON-PROFIT COMMUNITY ORGANIZATIONS

Before you begin, please read the QDCAC Project Support Grant information and guidelines.

Refer to these guidelines when completing your application

See Program Guidelines for DEADLINE

Category applying for _____	AMOUNT APPLYING FOR \$ _____
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Individual Artist' can apply to BC Arts Council or Canadian Council for the Arts

SECTION 1: APPLICANT INFORMATION PROJECT SUPPORT GRANT

Name of Society or Group: _____

Mailing Address

Street: _____ City: _____

Postal Code: _____ Phone: _____ Cell: _____

Email: _____ Website: _____ Facebook: Yes/No

Grant Contact Person

Name: _____ Title within Organization: _____

Telephone: _____ Email: _____

For how long has the organization delivered arts and culture programming? _____

Has the applicant received a previous QDCAC grant? Yes No If **yes**, complete the following:

Most recent QDCAC Grant Amount: \$ _____ Year of Award _____

OFFICE USE ONLY: For applicants who have received a previous QDCAC grant:
Did the applicant acknowledge support in all promotional materials, advertising and programs related to the project being funded?
Was the funding used specifically for the purposes outlined in the application, unless otherwise authorized?
Were QDCAC Directors/Staff invited to attend performances/events related to the grant, if applicable?
Was a final report received upon project completion?
Other comments:

SECTION 2: ACTIVITY INFORMATION for PROJECT SUPPORT GRANT

Please provide a description of the community-based activity:

How is this activity community-based and arts-focused?

When will the activity be completed?

SECTION 3: FINANCIAL INFORMATION PROJECT SUPPORT GRANT

Please attach a separate sheet if you require more space. In-kind income must equal in-kind expenses.

ACTIVITY REVENUES

QDCAC Support Grant	\$		
Other Grant Specify:	\$	Funding received <input type="checkbox"/>	Applied for <input type="checkbox"/>
Other Grant Specify:	\$	Funding received <input type="checkbox"/>	Applied for <input type="checkbox"/>
Cash Donations	\$		
Cash or Staff allocations from your organization	\$		
In-Kind Specify	\$		
Other Specify:	\$		
Other Specify:	\$		
Total Activity Revenues		\$ _____	

ACTIVITY EXPENSES

Item	Cost
	\$
	\$
	\$
	\$
	\$
In-Kind:	\$
Total Activity Expenditures	\$

SECTION 4: DECLARATION

On behalf of and with the authority of the organization named above, in signing this application I have read and agree to all the conditions outlined in the Information & Guidelines.

- To the best of my knowledge, the information provided herein is accurate and complete; and
- If a grant is awarded, I accept responsibility for ensuring that the activities for which funding is received are completed in the manner described in the application; and
- If a grant is awarded, I undertake to provide QDCAC with a brief written report on the use of the grant upon completion of the project

Signature: _____

Guidelines to Help

With your grant proposals

- **Read the Instructions.** Eligibility, criteria, maximum amounts, deadlines and support materials - go in eyes open.
- **Start Early.** This includes your budget. Leave time to fully develop the project and make changes.
- **Get Feedback.** Especially true for first timers! Get a proof-reader who knows the ropes.
- **Make it Pop!** Aim for a compelling core idea that is meaningful and well-articulated.
- **Be honest** about the difference your project will make in the community and strive to make one.
- **Be Inclusive.** If you are not addressing the diversity that is Canada, you will be at a disadvantage.
- **Don't Repeat Yourself.** You can't say that again!
- **Find Partners.** A grant is always stronger when you have contributing organizations and individuals.
- **Own Your Timeline.** Be specific about the various stages of your process.
- **Talk to the Organization.** They are your best resource! Developing this relationship is important - but don't blame them if your first attempt is unsuccessful.
- **Bonus Tip:** Keep Trying!