

**Arts Development Branch Programs**

**Professional Arts Organizations**

**Deadline for application: April 15**

**HOW TO COMPLETE THE APPLICATION FORM:**

- ⇒ **Review** the **Information Sheet** for this program and answer questions completely.
- ⇒ Complete the form based on the activities of **your previous financial year**.
- ⇒ Provide details on the **current** or **upcoming season** and a **budget for your programming** for the upcoming year (the year for which you are applying).
- ⇒ Enclose a **financial statement** of last year's activities.

**NOTE:**

Organizations which apply for funding from the Canada Council may use the same figures when filling out the Arts Development Branch application form. Please attach a copy of your application to the Canada Council.

**PROFESSIONAL ARTS ORGANIZATIONS must use this application form to apply for financial assistance.**

**1. General Information**

LEGAL NAME OF ORGANIZATION:		
TELEPHONE:	FACIMILE:	E-MAIL:
MAILING ADDRESS:		
CITY/TOWN:	POSTAL CODE:	
CONTACT PERSON:	TELEPHONE (RES.):	
POSITION:	TELEPHONE (WORK):	

THIS SECTION FOR OFFICE USE ONLY							
Date received:		Date application complete:		Recommended:		Refused/Disqualified:	
Program Officer:		Recommended Amount:			Date:		
Approved by:			Amount:		Date:		
Authorized by:			Amount:		Date:		
Activity:		Comments:					
Accounting Code:							

## 2. Infrastructure and Operations

### Staff

Calculate the number of hours worked by all personnel receiving remuneration from your organization annually (including paid holidays). (Ex. 3 hours per week x 52 weeks.) \_\_\_\_\_

Divide the number of hours by 2,000 = \_\_\_\_\_ F.T.E.s (full-time equivalents)

Eligible F.T.E.s (maximum 10) \_\_\_\_\_ x \$20,000 \_\_\_\_\_(a)

### Maintenance Costs

Enter the maintenance costs incurred by your organization. These include such costs as rent, heat, electricity, maintenance, etc. \_\_\_\_\_(b)

### Operating Costs

Enter the costs incurred by your organization for its general operation. These include administrative and communication costs, office supplies, etc. \_\_\_\_\_(c)

SUB-TOTAL: (a) + (b) + (c) = \_\_\_\_\_ x 25% \_\_\_\_\_(d)

Eligible maximum amount (see 4.1 on Information Sheet) \_\_\_\_\_

## 3. Execution and Production

### Activities

Please list your organization's activities (e.g. workshops, membership meetings, performances, exhibitions and public events) involving the public or your general membership over the past year. (Please indicate on a separate sheet the nature, the location, and the attendance figures for each activity.)

### Total Cost

Total cost of activities and events (excluding staff salaries (a), maintenance costs (b), and operating costs (c)): \_\_\_\_\_(e)

SUB-TOTAL: (e) \_\_\_\_\_ x 25% \_\_\_\_\_(f)

Eligible maximum amount (see 4.2 on Information Sheet) \_\_\_\_\_

## 4. Promotion and Revenue-Generating Activities

### Revenues

List the revenues from the following sources:

1. Box office/admission (including subscriptions and workshop fees) \_\_\_\_\_
2. Revenue from government sources and public bodies (Canada Council and the NFB) \_\_\_\_\_
3. Revenue from non-government sources (corporations, individuals, foundations, membership fees) \_\_\_\_\_
4. Advertisements in the organization's pamphlets and programs \_\_\_\_\_
5. Net revenue from fund-raising campaigns \_\_\_\_\_
6. Sales of performances and/or programs produced elsewhere \_\_\_\_\_
7. Rental of premises, materials, and equipment to other organizations \_\_\_\_\_
8. Concessions, bars, coatchecks \_\_\_\_\_
9. Fair market value of gifts in kind (billeting, printing services, etc.) \_\_\_\_\_(g)
10. Assigned value of volunteer time contributed (rated at \$10/hour) \_\_\_\_\_

### Total Revenue:

SUB-TOTAL: (g) \_\_\_\_\_ x 15% \_\_\_\_\_(h)

Eligible maximum amount (see 4.3 on Information Sheet) \_\_\_\_\_

## 5. Financial Statements

Enclose a financial statement for your last complete fiscal year and a budget for the coming year.

Enter your total revenues and expenses below:

	This year's budget	Last year's statement
<b>Expenses</b>	\$ _____	\$ _____
<b>Revenues from all sources</b>	\$ _____	\$ _____

## 6. Declaration

I hereby agree to provide all requested information as well as any other supporting documents needed to evaluate this application.

I understand that my application may be disqualified if it is incomplete.

I recognize that applications are approved subject to availability of funds, and that beyond the provision of a grant, the Province of New Brunswick has no further commitment to the applicant. The Province will not be held responsible for the completion of an activity.

I agree to acknowledge the contribution of the Department in all publicity related to our activities.

I certify that this organization is based in New Brunswick, that I have signing authority for the above-named organization, and that, to the best of my knowledge, the information provided with this application is accurate. I agree to provide the Department with a full report of the completed activities if requested.

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NAME:

POSITION:

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SIGNATURE:

DATE:

## 7. Applicant's Guide and Checklist

Did you include:

- Programming plans for the coming year?
- A complete budget of expenses and revenues for the coming year?
- A financial statement for the past year (audited statement required if the organization's annual operating budget exceeds \$100,000)?
- A list of current board members?
- A copy of the constitution or letters of incorporation (if this information is not already on file at the Arts Development Branch)?

# Please Note

### Final Allocation:

Although you may be eligible for the maximum amount, the actual level of funding you receive will be based on the availability of funds in the Arts Development Branch budget as well as on the past management and financial history of your organization.

### Please send this completed form to:

Arts Development Branch  
Department of Wellness, Culture and Sport  
P.O. Box 6000  
Fredericton, NB  
E3B 5H1

Telephone: (506) 453-2555 Fax: (506) 453-2416 E-mail: [artsnb@gnb.ca](mailto:artsnb@gnb.ca)

**Arts Development Branch Programs**

**Professional Arts Organizations**

**Deadline for application: April 15**

**1. Program Objectives**

The purpose of the program is to enable the Arts Development Branch to work with New Brunswick's professional arts organizations in order to encourage them to offer a high-quality product, increase artistic production in the arts in the province, manage their finances responsibly, and develop economic initiatives that lead to self-sufficiency.

Accordingly, its general objectives are as follows:

- to help New Brunswick professional arts organizations that promote the arts and the work of New Brunswick artists and artisans;
- to increase the production and dissemination of quality New Brunswick works of art and craft.

**2. Eligibility**

**2.1. Who may apply?**

An organization may apply under this program

- if it is a PROFESSIONAL ARTS ORGANIZATION operating in New Brunswick that encourages, promotes, presents, plans, or develops arts- or craft-related activities in the province;
- if it is registered as a non-profit organization with the Registrar of Companies;
- if it is duly constituted organization with a viable board of directors, the majority of whom are not employed by the organization.
- if it is established in New Brunswick and is active in one of the following discipline:

theatre, film, music, dance, visual arts, or craft. (Consult the eligibility criteria in the appendix.)

**NOTE:**

Commercial and recreational organizations are not eligible.

**3. Funding Available**

Grants are for operating costs only. Present maximum annual grants:

Theatre companies	\$127,500
Musical ensembles	\$40,000
Dance companies	\$18,000
Film cooperatives, artist-run centres	\$10,000
Art or craft galleries	\$2,500

Although an organization may be eligible for the maximum amount, the actual level of funding received will be based on the availability

of funds in the Arts Development Branch budget as well as on the past management and financial history of the organization.

When an application is approved, the organization will receive an installment grant of 75% of the approved allocation. The remaining 25% will be forwarded upon receipt and approval of the financial and programming reports.

**NOTE:**

Provincial organizations funded under this formula are not eligible for additional funds (such as project grants) under the same program; however, they may be eligible for other Arts Development Branch programs, such as the New Brunswick- Québec Cooperation Agreement.

**4. Funding Procedure**

A recognized PROFESSIONAL ARTS ORGANIZATION is eligible to receive a contribution for the total maximum under the following three categories:

**4.1. Infrastructure and Operations**

25% of eligible costs, up to following amounts by discipline:

Theatre companies	\$38,250
Musical ensembles	\$12,000
Dance companies	\$5,400
Film cooperatives, artist-run centres	\$3,000
Art or craft galleries	\$750

The purpose of this category is to support infrastructure, i.e.: the administrative structure and professional expertise that ensure the organization's operational stability.

Grants are calculated on the basis of fixed costs, including administration expenses, communication services, maintenance and operating costs, and the salaries of the organization's full- and part-time staff.

**NOTE:**

An organization may claim up to a maximum of ten full-time employees. Organizations with several part-time employees may calculate their total hours worked and claim the maximum of ten F.T.E.s (full-time equivalents).

**4.2. Execution and Production**

25% of eligible costs, up to following amounts by discipline:

Theatre companies	\$51,000
Musical ensembles	\$16,000
Dance companies	\$7,200
Film cooperatives, artist-run centres	\$4,000
Art or craft galleries	\$1000

The purpose of this category is to support the primary activities of professional arts organizations, with consideration given to the cost of the event. Grants are based on the variable costs of developing,

producing and presenting works of art and provide for additional expenses not covered under the Infrastructure and Operations category.

### **4.3. Promotion and Revenue-Generating Activities**

The Department matches 15% of dollars earned through the previous year's activity. The following amounts by discipline are the maximum:

Theatre companies	\$38,250
Musical ensembles	\$12,000
Dance companies	\$5,400
Film cooperatives, artist-run centres	\$3,000
Art or craft galleries	\$750

The purpose of this category is to encourage and reward professional arts organizations for their fund-raising, promotional, and marketing efforts designed to raise operating funds and thus increase the degree to which they are self-financing.

Grants are based on the organization's ability to generate revenue from outside sources, thus recognizing and rewarding efforts to raise operating funds from a variety of sources.

Allowable revenue sources in this category include:

- gate receipts and registration receipts from the organization's arts events, such as concerts, plays, exhibitions, workshops, and conferences;
- revenue from government sources and public bodies, such as the Canada Council and the NFB;
- revenue from non-government sources, such as donations from private individuals, corporations, or foundations (including income from endowment funds set up by the organization);
- revenue from advertisements in the organization's brochures, pamphlets, posters, and programs;
- net revenue from fund-raising campaigns;
- membership fees;
- touring revenue (sales of shows);
- rental of premises, materials, and equipment to other organizations;
- fair market value of gifts in kind (billeting, donated printing services, etc.);
- volunteer time contributed (rated at \$10 per hour).

### **5. Documentation**

Complete the application form, including all the information necessary for its evaluation:

- programming plans for the coming year;
- a complete budget of expenses and revenues for the coming year;
- a financial statement for the past year (audited statement required if the organization's annual operating budget exceeds \$100,000);
- a list of current board members; and

- a copy of the constitution or letters of incorporation (if this information is not already on file at the Arts Development Branch).

### **6. Announcement of Results**

Six weeks after deadline.

### **7. Note**

In case of disagreement concerning the interpretation of policies and programs, the Department in all cases reserves the right to final interpretation of the intent and implementation of a program.

The Department reserves the right to revise programs at any time without notice.

### **8. For Further Information**

Arts Development Branch  
Department of Wellness, Culture and Sport  
P.O. Box 6000  
Fredericton, NB  
E3B 5H1

Telephone: (506) 453-2555  
Fax: (506) 453-2416  
E-mail: artsnb@gnb.ca

## **APPENDIX**

### **ELIGIBILITY CRITERIA**

**1. A theatre or dance company or music ensemble must:**

- develop and promote the presentation of live performances of professional New Brunswick theatre or dance companies or music ensembles;
- seek a certain declared percentage of staff/cast/musicians/dancers from within the province;
- pay its employees at least the minimum wage.

**2. An art or craft gallery must:**

- exhibit and promote the work of contemporary professional New Brunswick artists and/or artisans;
- employ a curator;
- pay artist fees to exhibiting artists and artisans (or offer remuneration acceptable to the artist or artisan);
- pay its employees at least the minimum wage.

**3. A film cooperative must:**

- develop and promote the work of contemporary professional New Brunswick filmmakers;
- employ a coordinator;
- pay its employees at least the minimum wage.

**4. An artist-run centre must:**

- serve or promote contemporary professional New Brunswick artists;
- employ a coordinator or executive officer;
- pay its employees at least the minimum wage.