

Department of Culture, Tourism and Healthy Living

**ARTS FESTIVAL PROGRAM
APPLICATION FORM**

PART A - APPLICANT INFORMATION

Name of Festival: _____

Host organization (if different than festival): _____

Year of incorporation: _____

Current edition of the festival: _____

Proposed dates (start/end): _____

Name of chairperson: _____

Name of contact person: _____

Title/Position: _____

Address: _____

_____ Postal code: _____

Telephone (W): _____ (H): _____

Fax: _____

E-mail: _____

Website: _____

Number of full-time paid staff: _____

Number of part-time paid staff: _____

Number of volunteers: _____

Grant requested: \$ _____ (As determined in Part C)

PART B - FESTIVAL INFORMATION

Note: Please supply the following information in the space provided. Attach additional sheets if required referencing the question number.

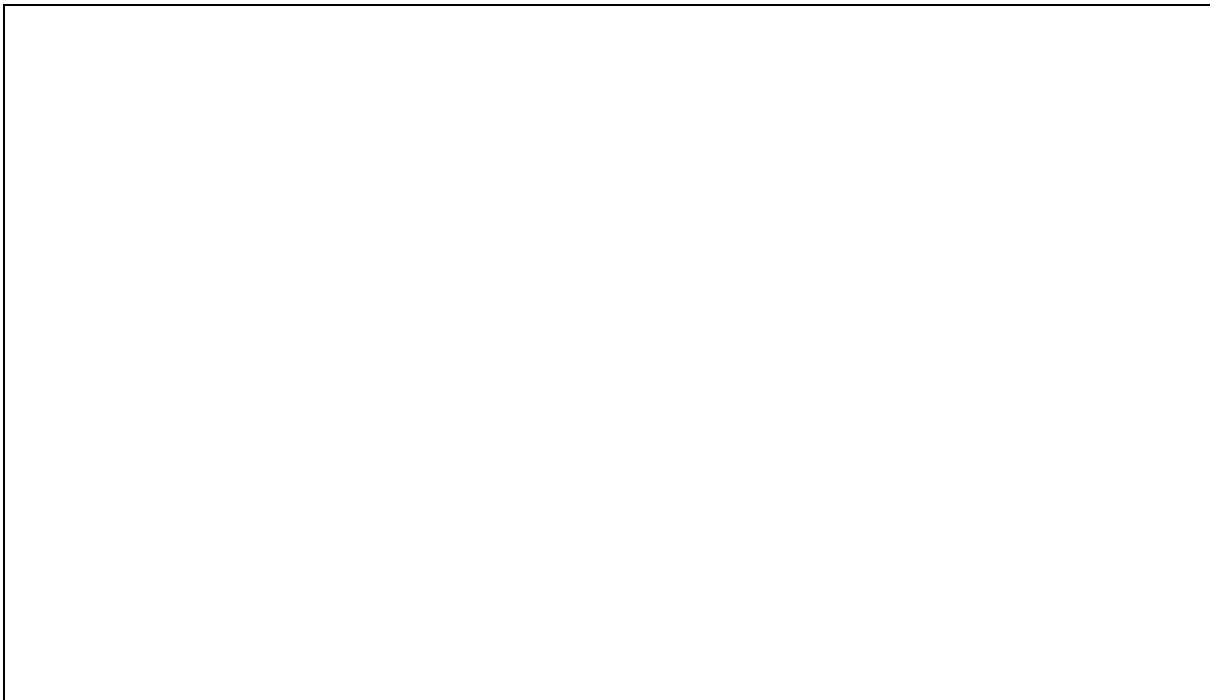
1 – Describe the strategic merit of the festival, demonstrating how the festival meets the program's objectives and target outcomes (*See Program Guidelines*). Describe the festival's artistic theme/vision. Describe any new initiatives that are being undertaken in this year's edition to broaden the appeal of the festival. **(15 points)**

PART B - FESTIVAL INFORMATION (CONTD.)

2 – Describe the level of artistic excellence of the festival together with a list of the artists which have confirmed or expected to perform together with a summary of their previous two year’s activities. **(10 points)**

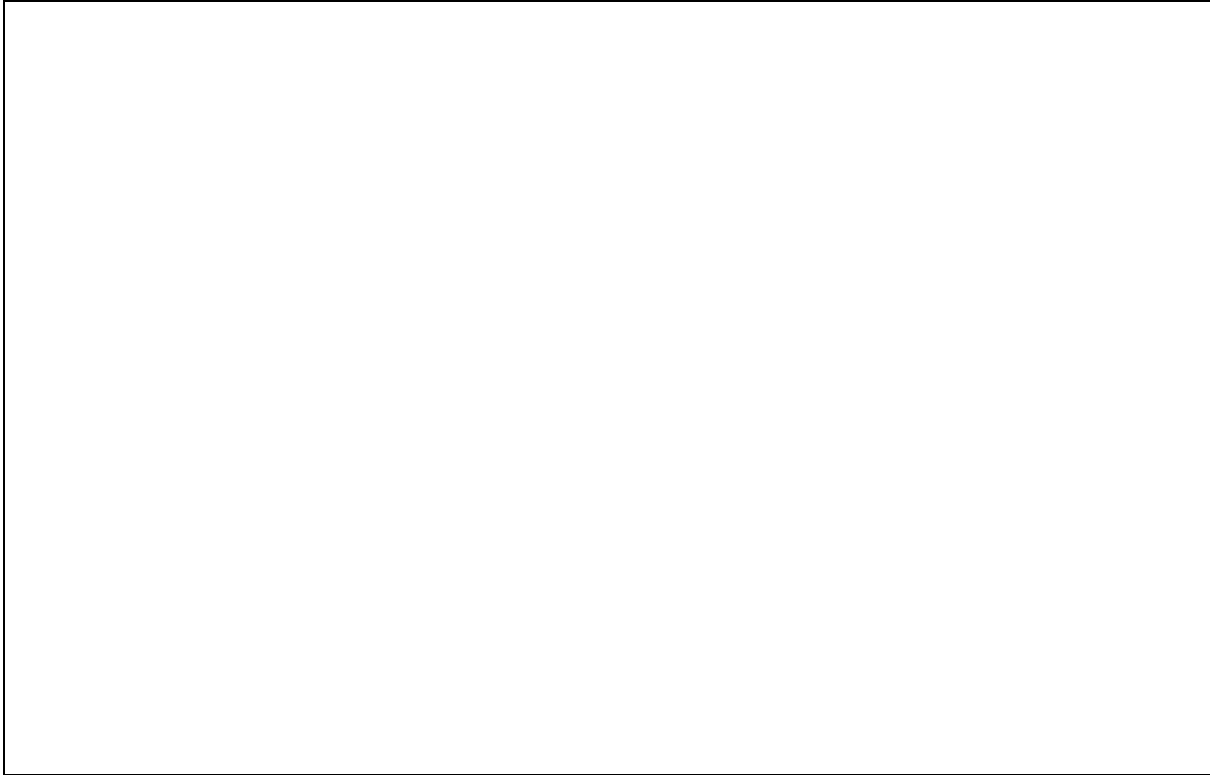


3 - Describe the level of accessibility of the festival to the general public, and any elements of the festival that have been implemented specifically for children (under 12 years), youth (12-20 years), adults, seniors (65+). **(10 points)**



PART B - FESTIVAL INFORMATION (CONTD.)

4 – Describe the formal educational components of the festival. E.g. Lectures, workshops, interviews, panel discussions, meet the artist, school visits. **(10 points)**



5 – Describe the festival's marketing and promotional strategy, explaining how the festival will reach the target audience. **(5 points)**



PART B - FESTIVAL INFORMATION (CONTD.)

6 – Describe the participation of New Brunswick emerging artists in the festival. (if applicable) **(5 points)**

7 – Describe the profile and past performance of the applicant organization. If this is the organization's first application under this program, please attach a copy of the constitution or letters of incorporation. In addition, please describe the nature/theme/vision of the festival as presented in the most recent edition. **(5 points)**

PART C - BALANCED PROVISIONAL BUDGET OF THE FESTIVAL

EXPENDITURES	\$
<i>Office costs</i>	
<i>Salaries and Benefits</i>	
<i>Stationery, mailings, courier, etc.</i>	
<i>Travel/meetings</i>	
<i>Telephone, fax, and other related costs</i>	
<i>Artist fees (including performance fees, travel, accommodations)</i>	
<i>Rental of equipment</i>	
<i>Technical/technician</i>	
<i>Rental of venue</i>	
<i>Other production expenses (specify):</i>	
<i>Security</i>	
<i>Insurance</i>	
<i>Advertising and Promotion</i>	
<i>Brochures, posters & program (design & printing)</i>	
<i>Other promotional costs (specify):</i>	
Total Expenditures (must equal total revenues)	

REVENUES	\$
<i>Federal government grant (specify):</i>	
<i>Provincial government grant (specify):</i>	
<i>Municipal government grant (specify):</i>	
<i>Sponsors</i>	
<i>Private sector contribution</i>	
<i>Financial contribution of applicant organization</i>	
<i>Merchandise/bar/concession's sales</i>	
<i>Ticket sales</i>	
<i>In-kind donations (specify approx. value):</i>	
<i>Rental of premises or venue</i>	
<i>Donation of material</i>	
<i>Volunteer time</i>	
<i>Other (specify):</i>	
Total Revenues: (Must be equal to total expenditures)	
Grant Requested (maximum of \$10,000)	

Note: The grant requested must not exceed 75% of the total eligible budget, to a maximum of \$10,000.

PART D - 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 financial participation of the Province of New Brunswick in all publicity related to the activities of the proposed project. Most current provincial logos can be downloaded [HERE](#).

I agree that my project will be completed by March 31st of the current fiscal year and that a final report will be submitted to the Department after the project is completed.

I certify that this organization is incorporated in New Brunswick, that I have signing authority for the above-named organization, that the Board of Directors has reviewed and approved this application and that, to the best of my knowledge, the information provided with this application is accurate and complete.

Name: _____ Position/Title: _____

Signature: _____ Date: _____

PLEASE SEND THIS COMPLETED FORM AND OTHER DOCUMENTATION TO:

Arts Development Branch
Department of Culture, Tourism and Healthy Living
P.O. Box 6000
Fredericton, N.B.
E3B 5H1

Tel.: 506-453-2555
Fax: 506-453-2416
E-mail: Artsnb@gnb.ca
Website: www.gnb.ca/ (keyword: Arts)

APPLICANT CHECK LIST:

- Completed, signed, and dated application.
- Attached documentation (if any).
- Copy of the constitution or letters of incorporation (if first time applicant).
- List of current Board members, titles, and phone contact.