



ARTS, CULTURE & HERITAGE BOARD GRANT **(ACHBG)**

Application Form

Familiarize yourself with Schedule "B" – ACHBG Application for application guidance and grading criteria. This will help you prepare a complete ACHBG application and improve your chance of success.

ACHBG applicants can apply for one or more project/program/festival/event during each funding cycle.

Rather than having ACHBG applicants prepare multiple ACHBG applications, ACHBG applicants are permitted to apply for more than one project/program/festival/event on a single ACHBG application. You are required to fill out one **Project Insert** for each project/program/festival/event you are applying for.

ACHBG applications must be legible. Detailed point form is acceptable and encouraged. ACHBG applicants are encouraged to complete and submit their ACHBG application via the online fillable form where possible.

1.0 Arts, Culture & Heritage Grant Applicant Information

1.1 Individual(s)/Group(s) Name:

1.2 Mailing Address:

1.3 Primary Contact Person Information:

Name: _____ Position: _____

Phone: _____ E-Mail: _____

1.4 Other Contact Person Information:

Name: _____ Position: _____

Phone: _____ E-Mail: _____

1.5 Describe yourself/your organization and its purpose:



PROJECT INSERT

Only include one project/request on each insert. Repeat as required.

2.0 Project/Program/Festival/Event Overview

2.1 Project/program/festival/event Title:

2.2 Provide a brief summary of the project/program/festival/event:

2.3 Provide a statement of need for your project/program/festival/event:

Target Audience (age): _____ Anticipated # of Users: _____

Location of Program/Project/Festival/Event: _____

Project Start Date: _____ Project End Date: _____

2.4 Provide a statement of demonstration for your project:

2.5 How will you/your organization collect feedback to improve your project? How will you know the project is successful?

2.6 Amount Requested: _____

2.7 Have you or your organization requested/intended to request additional funding from other sources:

Yes No

2.8 Have you or your organization applied for other municipal funding to support this initiative:

Yes No

2.9 If you indicated "Yes" to either 2.7 or 2.8 above, please indicate the funding sources:



Schedule "C"

3.0 Project Budget (all totals must balance)

Income:	Expenses: List all expenses for this project/program/festival/event		
Amount Requested (2.6):	\$ _____	_____	\$ _____
Other Income):	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
Total:	\$ _____	Total:	\$ _____

Would you like to request usage of "the facility" located at 511 2 Street W for this project/program/festival/event venue.

4.0 Application Agreement

4.1 _____ agrees that the information in this document is true and accurate.
Your/Group Name

4.2 Indicate which documents have been attached to the ACHBG application. Check all boxes that apply:

- Arts, Culture & Heritage Board Grant Applicant Information - Page 1 (mandatory)
- Project Insert - Page 2/3 (mandatory) _____
- Project Insert - Page 2/3 (if applicable) _____
- Project Insert - Page 2/3 (if applicable) _____
- Quotes attached (if applicable)
- Letters of Support (recommended)

5.3 Signature:

Signature/Position Date (mm/dd/yyyy)

Signature/Position Date (mm/dd/yyyy)

*All sections of the ACHBG application must be completed or the ACHBG application will not move forward.