

# **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:

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1.2 Mailing Address:

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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:

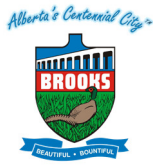
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# PROJECT INSERT

*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:

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

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

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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:

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

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2.6 Amount Requested: \_\_\_\_\_

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

Yes      No

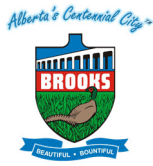
2.8 Have you or your organization applied for other municipal funding to support this initiative:

Yes      No

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

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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 like to request usage of "The Medium" 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.