

Help for Grant Writers

Public Art Galleries Operating Grant

The Public Art Galleries application form is now available online at www.affta.ab.ca.

There have been significant changes to the format and information requested. These changes are as a result of normal review and revision of AFA programming. Please review the guidelines in detail before consulting this tip sheet.

Eligibility Criteria

Designated galleries are listed according to their incorporated name. This program supports professional organizations, which means the organization must pay standard professional artists fees as recommended by the Canadian Artist Representation Copyright Collective (CARCC). The minimum gross income of eligible galleries is \$20,000, excluding funding received from government sources.

Grant Calculations

You are not required to calculate your own projected grant amount. The annual budget for this program is set by the AFA and the total budget is distributed equitably among all eligible applicants. Staff at the Arts Branch calculate grant amounts relative to the applicant's three-year average of total Community Derived Revenue (CDR).

Complete the Attachments

These attachments can be filled out on your computer, and will do many of the calculations for you. Adobe Reader 7 is required for full functionality, and is available as a free download at <http://www.adobe.com/products/acrobat/readstep2.html>

Organizations are encouraged to use the functionality built into the forms.

Attachment I (Financial Form for Arts Organizations)

This form has been developed in conjunction with the Canada Council and several other arts funding bodies. It has been designed to provide the information that funding agencies require. In the long term you can expect that many of the funding agencies that you deal with will use this document for financial reporting.

All the figures in Attachment I must clearly agree with the annual financial statement that you submit with your application, including any "in kind" revenue. If you are near the beginning of your current fiscal year, fill in the "Budget" column, and if you are near the end of your current fiscal year, fill in the "Projected" column.

Attachment II (Diligence Questionnaire)

This form allows the AFA to more clearly understand your organization. Answering these questions with your organization is a way to plan for the future. Please do not attach documents to answer these questions; the space is limited to encourage brief and meaningful answers to these questions.

Attachment III (Community Derived Revenue Calculation Form)

Figures on this form must agree with your financial statement and Attachment I.

Presentation Matters

The application package you submit should be well organized and easy to understand. Print on white, 8 1/2" x 11" paper, single-sided only and in a 12-point font. Grammatical errors and spelling mistakes make your application less convincing, so take the time to proof read. Be sure to supply all documentation required in the program guidelines. Don't forget to keep at least one copy of your package for future reference.

Contact Arts Branch Staff

Do this in advance of the April 1 deadline. Staff can assist you in the grant process through advice and consultation on specific issues.