

Help for Grant Writers

Community Performing Arts Organizations Operating Grant

This program assists Community Performing Arts groups with annual operating expenses. Through their application groups must demonstrate that they are active as performing arts groups and show responsible management and governance practices.

Use this tip sheet in conjunction with the program guidelines to ensure that your organization and application can be fairly evaluated. In case of discrepancy, always follow the published guidelines for the program.

Application Requirements

Follow guideline section **4** in detail. If you do not submit a complete application your organization will not be eligible for support.

Financial Statement:

Your organization should submit the same financial statement to the AFA as was approved at your last Annual General Meeting. Use the last fully completed fiscal year, unless you have made arrangements to do otherwise in advance of the deadline.

Corporate Registry Annual Return:

Your organization must submit an *Annual Return* to Alberta Corporate Registry. Submit a copy of the first page of the *Annual Return* received back from Alberta Corporate Registry with your AFA application to show that your organization is currently registered and in good standing.

Projected Budgets and Performance Plans:

These documents should describe your organization's financial and performing activity for the next year so that the AFA can understand that you are active and viable as a Community Performing Arts Organization.

Publicity:

As a condition of your grant, you must provide credit to the AFA whenever possible. Printing the AFA logo on your posters and programs, then submitting those materials with your next application fulfils that obligation. Ensure use of the most current AFA logo found at www.afta.ab.ca.

New Applicants:

As per Guideline **2.2**, new applicants should contact staff at the Arts Branch well in advance of the deadline in order to ensure they are eligible. This helps you and your organization find the right funding venue and program and avoids wasted effort filling in the wrong application form.

Attachment I (a)

As per Guideline **4.2 (c)**, organizations that received an AFA operating grant of \$10,000 or less in the previous year must complete the *Financial Statement Board Approval Form*.

Attachment I (b)

Complete the *Statement of Eligible Revenue*. All figures that you report on this page must directly correlate to your financial statement. The AFA must be able to easily review your financial statement and understand the financial information reported. If your income statement does not clearly show the figures required, you may have to attach additional detailed breakdown of your organization's financial statement.

Attachment II

The *Statistical Report* form allows the AFA to collect data to evaluate its programming impact. Be as complete as possible. These figures are not used in calculating your grant.

Attachment III

To demonstrate that your organization's activity is eligible, list on the *Activity Report* all self-produced/created public performances, (e.g. main stage/community performances, staged readings, performance tours, school shows/residencies).

Attachment IV

The AFA funds organizations that follow good governance practices. Organizations should have documentation kept on file that correlates to *Governance Principles* outlined in Attachment IV. Please complete and submit Attachment **IV (a)** but retain completed Attachment **IV (b)** on file in case of audit.

Attachment V

The short-answer *Diligence Questionnaire* provides basic, relevant information about your organization. Please answer in space provided.