

## **ARTS ORGANIZATIONS OPERATIONAL GRANT – ARTS PRESENTING STREAM: APPLICATION ASSISTANCE**

Upon reviewing client applications to the 2010 AFA deadline dates the following information has been compiled to help address common errors or omissions in the required application materials.

Here are some tips on how to complete the application:

- 1) Please ensure that you re-read the current program guidelines carefully before applying for AFA funding. As the application forms and guidelines often change, please check our website at [www.affta.ab.ca](http://www.affta.ab.ca) for the most current information.
- 2) To ensure all of the required application materials are included in your package, please check off the applicable box only after you have included the item in your package.
- 3) Please ensure that your organization's representative has read the Applicant Agreement thoroughly. The agreement must have an **original** signature from an authorized representative.
- 4) In order to be eligible for the Arts Presenting grant stream, the organization must be up-to-date with Alberta Corporate Registry. It is expected that the organization files their returns on time annually. For organizations that file their return after the grant deadline, include the return from the prior year. The AFA does not accept applications from organizations that have outstanding returns with Alberta Corporate Registries.
- 5) Please ensure that the organization's Board President and Treasurer sign the financial verification statement (currently Attachment XX). Both signatures must be **original** signatures. Signatures of other board members as a substitute are not acceptable unless the board member is in an assigned Acting position. Please plan accordingly for Board President and Treasurer signatures if they are expected to be away near the deadline date. Organizations may submit their application before the deadline date.
- 6) **NEW:** For the artist fees attachment (Attachment XX A-D, Albertan, Canadian, International and International Children's artists), please go through your program guides and list the **page** the artist appears on. Artists that are included in the calculation without proof of that artist's attendance (either with promotional materials or signed artist contracts for any additional artists) will not be included in the grant calculation.
- 7) If the organization uses their own spreadsheet program to add up the artist fees (as per Attachment XX A-D), please follow the columns on the most current application



form and split out the artists according to Canadian/Alberta, International and International Children's artists.

- 8) Please review the guidelines carefully to ensure that you are only including eligible activities in the calculation forms.
- 9) **NEW:** There is now a requirement for financial statements. Please see section 4.6 of the program guidelines to determine what type of financial statement your organization is required to submit.
- 10) Board lists must be up-to-date and must include all of the required contact information as per the guidelines. **NEW:** There is now a requirement of submitting Staff lists in addition to the Board list (Attachment XXIII). The Board President and Treasurer listing must match the individuals who sign the financial verification statement (Attachment XX). If the organization is submitting their standard board and staff lists, please ensure you are including all of the required contact information.
- 11) Promotional materials must have the current AFA logo to demonstrate compliance with the AFA recognition requirements. The AFA does not fund organizations that do not meet this requirement.

When your organization is ready to submit the application package, please remember to make a copy for your own records.

Organizations that continue to submit applications with missing or incorrect items may be subject to a penalty on their AFA grant or may have the application made ineligible due to incompleteness.

Should you have any questions about the program, please contact Allison Kwan, Arts Development Consultant, responsible for this grant stream at [allison.kwan@gov.ab.ca](mailto:allison.kwan@gov.ab.ca) or 780-415-0297.