

	CS – Grants to Artists (IND) Application	Community Services
	<b>Grants to Artists (Individuals) Application</b>	
Contact Information		<b>SECTION 1</b>
Name _____		
Address _____		
City _____ Province _____ Postal Code _____		
Tel (Home) _____ (Work) _____ (Cell) _____		
Email _____ Website _____		
Discipline/Subcategory		<b>SECTION 2</b>
Choose one of the following six disciplines:		
Dance	Film & New Media	Literary
Music	Theatre	Visual Art & Craft
Choose one of the following two project subcategories:		
Creation (e.g. writing a novel, creating new artwork, etc.)		
Production (e.g. recording an album, staging a theatrical production, etc.)		
Project Details		<b>SECTION 3</b>
Title _____		
Summary (Provide a 2-3 sentence project description for administrative and reporting purposes):		
<div style="height: 150px; border: 1px solid black;"></div>		



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Previous Grant Information	<b>SECTION 4</b>
<p>Have you previously received an Individual Artist grant from the City of St. John's?</p> <p>Yes                      No</p> <p>If yes: For what amount? _____ In what year? _____</p> <p>Has a final report been submitted for that grant?      Yes                      No                      With this application</p> <p>Grants will not be issued unless final reports from previous grants have been received.</p>	
Grant Request	<b>SECTION 5</b>
<p>Amount requested (\$3,000 maximum request) _____ Percentage of total project budget _____</p>	
Mandatory Information	<b>SECTION 6</b>
<ol style="list-style-type: none"> <li>1. Detailed Project Description (Maximum 2 pages): Clearly address all assessment criteria (see <a href="#">Community Services Grants Policy</a> and <a href="#">Procedures</a> documents).</li> <li>2. Balanced Budget: Clearly show expenses and revenues, including your request to the City. <b>Indicate all sources of revenue as either confirmed or pending.</b></li> <li>3. Résumé or C.V. as it relates to your development as an artist.</li> </ol>	
Support Material	<b>SECTION 7</b>
<p>Check the materials included with this application (see below for electronic submissions instructions):</p> <p>Photographs</p> <p>DVDs/CDs</p> <p>Printed Material (maximum 10 pages)</p> <p>Other (please describe) _____</p>	



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Letters of Reference (first-time applicants only)	<b>SECTION 8</b>
<p>For first-time applicants: Submit Two Letters of Reference. Referees should have expertise in the specified discipline, should be familiar with you and your work, and should be briefed about the specific project for which you are seeking support. The letter of reference should offer an informed artistic assessment of your project and your ability to complete it. Provide referee details below and include letters of reference with your application.</p>	
<p>Name of Referee #1 _____</p>	
<p>Telephone _____ Email _____</p>	
<p>Professional Relationship to Applicant _____</p>	
<p>Name of Referee #2 _____</p>	
<p>Telephone _____ Email _____</p>	
<p>Professional Relationship to Applicant _____</p>	
Applicant Declaration	<b>SECTION 9</b>
<p>It is the responsibility of the applicant to ensure all required information is submitted. Incomplete applications will be considered ineligible.</p> <p>I AFFIRM THAT the information in this application is accurate and complete, and the financial information is fairly presented. I agree that once funding is provided, any change to the organization program delivery will require prior approval from the City of St. John's. I agree to publicly acknowledge funding and assistance by the City of St. John's. I understand that the information provided in this application may be accessible under the Access to Information Act. I also agree to respect the spirit and intent of the various acts governing the programs of the City of St. John's.</p> <p>Signature of Applicant: _____ Date _____</p> <p><b>Important Information:</b> Applications must be received no later than 4:00 p.m. on the last Friday of November. Ensure that you have completed all sections and included all requested documentation. Incomplete applications will be considered ineligible.</p>	



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Privacy Notice		<b>SECTION 10</b>		
<p>Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed for the purpose of grants administration. Questions about the collection and use of the information may be directed to the Supervisor of Tourism and Events, Community Services: <a href="mailto:citygrants@stjohns.ca">citygrants@stjohns.ca</a>.</p>				
<p><b>Submissions Information</b></p> <table border="1"> <tr> <td> <p>Email: <a href="mailto:citygrants@stjohns.ca">citygrants@stjohns.ca</a> with the subject line “<b>City Grants- Artists.</b>”</p> <p>Emails including all attachments <b>must not exceed 25MB</b>. Acceptable file formats are: pdf, docx, xlsx, jpg, png, mp3, wav, mp4, mpeg, mov, zip.</p> </td> <td> <p><b>For More Information</b></p> <p>Email: <a href="mailto:citygrants@stjohns.ca">citygrants@stjohns.ca</a></p> <p>Call: (709) 576-2186</p> </td> </tr> </table>			<p>Email: <a href="mailto:citygrants@stjohns.ca">citygrants@stjohns.ca</a> with the subject line “<b>City Grants- Artists.</b>”</p> <p>Emails including all attachments <b>must not exceed 25MB</b>. Acceptable file formats are: pdf, docx, xlsx, jpg, png, mp3, wav, mp4, mpeg, mov, zip.</p>	<p><b>For More Information</b></p> <p>Email: <a href="mailto:citygrants@stjohns.ca">citygrants@stjohns.ca</a></p> <p>Call: (709) 576-2186</p>
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