

# Arts and Culture Grant Application - April Intake 2022

Generously funded by the City of Powell River and managed by the qathet Art Council

- Name of Organization
  - Mailing address
  - Contact Person
  - Contact Email & Phone Number
- Project Name
  - Project Description - Brief
  - Project Date
  - Project Location
- Total Project Budget
- Amount of Cash requested for Grant
- Amount of In Kind requested for Grant
  - For civic property, please contact the Facility Booking Clerk at the Recreation Complex to confirm the dates and times are available for your booking.
    - Attach the quote to the application as a pdf.
- Other grant applications for this project - include funding body and amount
- Project Description - complete picture
  - Team and lead roles
  - Project goals and how to reach them
  - Timeline
  - Intended Audience
  - Artistic and cultural benefit to the community
- Project Budget - Revenue and Expense must balance to \$0
  - Attach as pdf
- Organization Information
  - Mandate or purpose of your organization
  - BC Society number
  - President / Vice President, Secretary, Treasurer or leaders in group
  - Email
  - Website
  - Previous PRCAC grant award & other projects of your organization
- Previous Year End Financials - Please attach as a pdf.
- How will you adapt your project by changes in the BC Public Health Orders?
- Signature of Contact Person:

## Check List:

- Your application is complete.
- You have attached the project budget, latest financial statements for the applicant organization and the Facility Rental Agreement quote
- You have included any supporting material, i.e. photographs, price quotes, letters of support, proof of donation. Maximum of 5 supporting documents.
- You have submitted your final report from your last grant request.

Please contact the qathet Art Council if you need any help with your application at [qathetart@gmail.com](mailto:qathetart@gmail.com)

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## Grant Project or Event Budget Proposal - Revenue and Expenses

REVENUE		EXPENSES	
Description	Amount	Description	Amount
Secure revenue		Special Event Insurance	
		Artists Fees	
Secure revenue Subtotal			
Anticipated revenue			
Anticipated Subtotal		Expenses Subtotal	
Secure Subtotal			
Anticipated Subtotal			
<b>Total Revenue</b>		<b>Total Expenses</b>	

**Total Revenue MUST balance with Total Expenses.**

- You do not need to use this budget form, please attach your own spreadsheet pdf to your application.

**Budget definitions**

- Secure revenue is money that is currently available for the project.
- Anticipated revenue includes sales, grants and donations, please describe as cash or in kind.
- Expenses - please include service provider quotes, if applicable.

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