

	CS – Grants to Artists (IND) Application	Community Services
	Grants to Artists (Individuals) Application	
Contact Information		SECTION 1
Name _____		
Address _____		
City _____ Province _____ Postal Code _____		
Tel (Home) _____ (Work) _____ (Cell) _____		
Email _____ Website _____		
Discipline/Subcategory		SECTION 2
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		SECTION 3
Title _____		
Summary (Provide a 2-3 sentence project description for administrative and reporting purposes):		

Previous Grant Information	SECTION 4
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Have you previously received an Individual Artist grant from the City of St. John’s?

Yes No

If yes: For what amount? _____ In what year? _____

Has a final report been submitted for that grant? Yes No With this application

Grants will not be issued unless final reports from previous grants have been received.

Grant Request	SECTION 5
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Amount requested (\$3,000 maximum request) _____ Percentage of total project budget _____

Mandatory Information	SECTION 6
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1. Detailed Project Description (Maximum 2 pages): Clearly address all assessment criteria (see Community Services Grants Policy and Procedures on the Grants page of the City's website).
2. Balanced Budget: Clearly show expenses and revenues, including your request to the City. **Indicate all sources of revenue as either confirmed or pending.**
3. Resumé or C.V. as it relates to your development as an artist.

Support Material	SECTION 7
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Check the materials included with this application (see below for electronic submissions instructions):

Photographs

DVDs/CDs

Printed Material (maximum 10 pages)

Other (please describe) _____

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.

Name of Referee #1 _____

Telephone _____ Email _____

Professional Relationship to Applicant _____

Name of Referee #2 _____

Telephone _____ Email _____

Professional Relationship to Applicant _____

It is the responsibility of the applicant to ensure all required information is submitted. Incomplete applications will be considered ineligible.

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.

Signature of Applicant: _____ Date _____

Important Information: 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.

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: citygrants@stjohns.ca.

Submissions Information

Email: citygrants@stjohns.ca with the subject line "City Grants - Artists."

Emails including all attachments **must not exceed 25MB**. Acceptable file formats are: pdf, docx, xlsx, jpg, png, mp3, wav, mp4, mpeg, mov, zip.

For more information

Email: citygrants@stjohns.ca

Call: (709) 576-2186