

Organization Name: _____

Operating Application for Arts Organizations with Operating Budget of \$75,000 or more

APPLICATION DEADLINE: **Wednesday, February 15, 2023 at 11:59 PM.**

APPLICATION INFORMATION: Please consult the **2023 Barrie Arts & Culture Investment Program Guidelines** before completing this application. All forms included in this application must be completed and submitted, along with all supporting material up to 11:59 pm on the deadline day.

CHECKLIST: Use this page as a checklist and submit the completed application in the order indicated below.

- 1. Applicant Information, completed and signed
- 2. Application Checklist
- 3. Part A: Organizational Profile
- 4. Part B: Artistic Quality
- 5. Part C1: Activity List – current year
- 6. Part C2: Activity List – next year
- 7. Part D: Organizational Effectiveness
- 8. Part E: Community Contribution and Impact
- 9. Part F: Financial Form
- 10. Part G: Statistical Form
- 11. Attach one copy of your Financial Statements (audit) to the original, signed application. Audits required for requests over \$50,000; Requests between \$20,000 and \$50,000 require a review engagement report. Requests \$20,000 and under require an unaudited financial statement that includes a balance sheet and a statement of income and expenses. The Board of Directors must sign the financial statements.
- 12. Support Material

APPLICATION INSTRUCTIONS: Complete all questions in this application. You can copy and paste from another program into this form. Save this form using your organization's name to avoid confusion. **This application can be printed once complete so board signatures can be provided, then scan and save the final application as a PDF and upload to APLI.**



Organization Name: _____

APPLICANT INFORMATION

Organization Name

First-time applicant for City of Barrie arts funding

Full address

Number and Street Name	R.R. #/Postal Station	Suite/Apt./Floor
City/Municipality/Reserve	Province ONTARIO	Postal Code
Phone Number ()	Fax Number ()	
Email Address	Website	

Mailing address if different from the address above

Number and Street Name	R.R. #/Postal Station	Suite/Apt./Floor
City/Municipality/Reserve	Province ONTARIO	Postal Code

Name of Head of Governing Body Title

Name of Head of Administration Title

Name of Head of Artistic Programming Title

Name of person completing this application Title

Name of person we should contact about this application Title



Organization Name: _____

Legal Status of Organization	<input type="checkbox"/> Incorporated Not-For Profit	Incorporation Date:
	<input type="checkbox"/> Charitable Status	Incorporation or Registration Number:
	<input type="checkbox"/> Other	Charitable Registration Number:

Fiscal Year Start - day/month:

GRANT REQUEST INFORMATION

Grant request	Grant request is for the following 12 month fiscal period:	Total expenditures (from line #58, p. 2 of Financial Form)
\$ _____	_____ to _____ (day/month/year) to (day/month/year)	\$ _____

STAFF STRUCTURE

List your key staff (artistic and administrative) in the chart below. (Do not include résumés or biographies.)

Name	Position	Responsibility
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GOVERNING BODY STRUCTURE

Briefly describe the governance structure and composition of membership and structure of committees in your organization.



Organization Name: _____

List the members of your board, governing body or advisory committee, providing name, brief information about each person's expertise and, if applicable, specific roles on governing body in the chart below. Do not include résumés or biographies.

Name	Expertise	Role on your governing body
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Organization Name: _____

TERMS AND CONDITIONS FOR APPLICATION

Please read carefully the following terms and conditions before signing this document.

- 1. Audit Requirements:** Requests over \$50,000 must be accompanied by an audited statement for the last completed fiscal year. Requests between \$20,000 and \$50,000 require a review engagement report. Requests \$20,000 and under require an unaudited financial statement that includes a balance sheet and a statement of income and expenses.
- 2. Reporting Requirements:** Organizations that have received operating support before must provide a report on the previous grant prior to or upon submitting the current application. Organizations that choose not to reapply for operating funding must submit a report within three months of their fiscal year-end.
- 3. Indemnification:** The applicant agrees that the City of Barrie is not responsible for loss or damage, however caused, to applications and to support materials.
- 4. Consent to Release:** The applicant consents to the release of information in this application and in any reports submitted under these terms, to other government granting agencies to which the applicant has also applied, and to Economic and Creative Development Department advisors.

Terms and Conditions for Receipt of City of Barrie Arts & Culture Investment Program Funds

PLEASE NOTE: If you are successful in receiving funding, the following terms and conditions apply. Your authorizing signatures below indicate that the organization agrees to abide by the terms and conditions governing the receipt of funds.

1. As a recipient of public funds, you are required to maintain adequate accounting records as to the receipt and disbursement of funds received from the Economic and Creative Development Department. Further, applicants should be aware that they may be liable to audit by the City of Barrie's Finance Department, or agent thereof.
3. The recipient must submit a final report and/or provide details as required by the Economic and Creative Development Department. Organizations that receive operating or project support should provide a final report prior to submitting the current year's application. If the recipient does not reapply for funding the following year, a report is due within three months of completion of the fiscal year for which the funding was awarded. If a report is not received when due, the Economic and Creative Development Department may require repayment of the funding and will not accept any further applications from or issue any funding payments to the organization until the funding is repaid or an acceptable report submitted.
4. The final report must include an audited financial statement for funding over \$50,000. Requests between \$20,000 and \$50,000 require a review engagement report. Requests \$20,000 and under require an unaudited financial statement that includes a balance sheet and a statement of income and expenses. City of Barrie funding must be broken out on the financial statement, either in the body or as a note to the statement.
5. The recipient shall acknowledge the support of the Economic and Creative Development Department by using the City of Barrie's logo in advertising and promotion relating to the activities for which funds are granted. Funding awarded in one year is not to be considered a recurring funding commitment, as all funding requests in following years must be considered according to prevailing circumstances and available resources.



Organization Name: _____

AUTHORIZING INFORMATION AND SIGNATURES

On behalf of, and with the authority of the above-mentioned organization, we certify that we have read and understand the terms and conditions set out above. Further, we certify that the information given in this application for funding assistance is true, correct and complete in every respect.

The full board/governing body has approved this application at its meeting on: _____ **Date:** _____

Name	Signature
	Head of Governing Body
	Head of Administration
	Head of Artistic Programming

Organization Name: _____

PART A: ORGANIZATIONAL PROFILE

(MAXIMUM 500 WORDS)

A1: ARTISTIC VISION AND STRATEGIC PLAN

Describe your artistic vision and/or strategic plan for the short and the long term. What artistic policies and/or strategic priorities currently provide the framework for your organization's programming decisions and activities? In five or ten years, what do you hope to accomplish? If you are successful in acquiring this funding, please describe how your organization will use it to achieve its goals both on the short term and the long term.

A2: BUILDINGS/FACILITIES *(if applicable – specific to organizations with facilities)*

Include size, nature, seating capacity, etc.; whether rent/lease/own, refurbishments, appointments, etc.



Organization Name: _____

PART B: ARTISTIC QUALITY

(MAXIMUM 1500 WORDS)

PROGRAMMING & ACTIVITIES

B1: FOR THE CURRENT YEAR (2022)

While impacts from the pandemic remained into 2022, it is understandable if your intended programming did not occur as planned. Thinking about what you had intended, how did that programming reflect the organization's artistic vision, respond to your organization's role in Barrie and support your long-term artistic goals? Considering the pandemic or other circumstances, how did your plans change? What decisions did you make about managing the resources (people, time, space, money, etc.) to deliver your programming? You will complete a detailed activity plan of programming for this current year in Part C1.

Organization Name: _____

B2: FOR REQUEST YEAR (2023)

How does your planned programming reflect the organization's artistic vision? Please refer to your organization's role in Barrie and your long-term artistic goals as they relate to plans for 2022. If you are requesting an increase in funding from the City of Barrie, explain how it would affect your programming activity and choices, and the expected impact. You will complete a detailed activity plan in Part C2.

Organization Name: _____

PART C: DETAILED PROGRAMMING LIST

(MAXIMUM 3000 WORDS)

In chronological order, provide a list of the programming activities of your organization for the current and request years. Include artistic programming (e.g., exhibitions, screenings, performances, publications, etc.), resources and services (e.g., workshops, equipment and other resources, distribution activity), arts education or audience development activities (e.g., artist talks, Q&A's, panels, outreach programs), as appropriate for your organization. Include ongoing programs and services as well as specific activities in the Current Year and Request Year. Please be brief, and do not repeat information already provided in Part B.

For each activity, include the following information, as appropriate:

- Dates
- Title of program
- Type of activity
- Artists or performers names and city of residence
- Partners or collaborators
- Target audience/community
- Note if program is originated or borrowed by or traveling to your organization
- For visual arts, total amount of artists' fees paid
- Brief description of the activity (one sentence only)
- If activities were adapted or introduced in response to ongoing pandemic impacts or recovery, please identify

C1: PROGRAMMING LIST FOR THE CURRENT YEAR (as reported in Part B1)



Organization Name: _____

C1: PROGRAMMING LIST FOR THE CURRENT YEAR (as reported in Part B1) CONTINUED



Organization Name: _____

C2: PROGRAMMING LIST FOR REQUEST YEAR (as reported in Part B2)



Organization Name: _____

C2: PROGRAMMING LIST FOR REQUEST YEAR (as reported in Part B2) CONTINUED

Organization Name: _____

PART D: ORGANIZATIONAL EFFECTIVENESS

(MAXIMUM 1500 WORDS)

D1: SUSTAINABILITY

Please illustrate your organization's plan for sustainability by describing your succession plans. What are the things that your organization is doing or planning to do to survive the next five to 10 years? Describe your staff and board succession planning.

D2: GOVERNANCE AND PLANNING

Please describe the qualities of the key players in your organization, such as your Board Chairperson or President and what makes them well suited to lead the governing body of your organization currently. Has the composition of your governing body changed in the past year or two, and if so, how? How does your board reflect the overall community? Describe your planning cycles and processes.

Organization Name: _____

D3: OPERATIONS

Describe the qualities of your administrative leader and what makes them well suited to lead the operations of your organization. Provide information about your administrative team and the way in which your organization compensates and supports them. Have you experienced changes to staffing in the past year? How has that affected operations? Describe your physical resources (e.g. collections, equipment, facilities) and your policies for their maintenance or replacement. Describe your process for assessing and managing risks that may affect your organization.

Organization Name: _____

D4: FINANCES

Briefly describe your budgeting process, indicating who is involved at various stages, and how you develop a balanced budget. Briefly describe your revenue allocations, expense allocations and priorities. Please record any notable changes in your revenues and expenditures over the last two or three years. Describe what caused the changes and the impact that had on your organization. Describe how your artistic and organizational goals are being hampered or furthered by your financial situation.

If you have an unrestricted reserve of greater than 25% of budget, explain its purpose and direction. Explain the purpose and direction of any restricted reserves. If you have an accumulated deficit greater than 10% of budget, you must provide a viable deficit reduction plan approved by your board or governing body.

Organization Name: _____

ORGANIZATIONAL ACTIVITIES

D5: FOR THE CURRENT YEAR (2022)

Report on your intentions regarding your organization's financial and organizational developments for this year. Have you been successful in achieving your organizational goals? Describe how your board or governing body, including advisory committees, has contributed to the organization's development this year.

D6: FOR REQUEST YEAR (2023)

Report on your intentions regarding your organization's financial and organizational developments for next year. (If these are consistent with the current year, say so and do not repeat the information.) How do the plans respond to your organization's role in the community and your long-term organizational goals?



Organization Name: _____

If you are requesting an increase over previous funding from the City of Barrie, explain how you would use it to further your organization's development, and the expected impact.

D7: SUPPLEMENTARY BUDGET NOTES

Provide a written explanation of any significant budget changes/shifts between fiscal years or more detailed explanations of line items in your financial forms, as required.

Organization Name: _____

PART E: COMMUNITY CONTRIBUTION AND IMPACT

(MAXIMUM 1000 WORDS)

Submitting organizations should present a commitment to the advancement of the arts of their discipline and to increasing the public's arts appreciation and education. Cross-sector support and collaboration are seen as advancing the case for all of the arts in Barrie. Community contribution, involvement and impact goes beyond developing an audience for your organization to your organization's support for all of the arts to increase public involvement and participation, and cultural tourism.

Please indicate how your organization has structured its artistic programming and activities to encourage public appreciation and participation in the arts. Tell us how your organization seeks to attract an audience from outside of Barrie. Show your role in the broader arts community in terms of increasing public awareness of the arts. As well indicate any direct community connections with arts and non-arts organizations. Describe how your organization creates engagement and access to under-represented communities through the arts.



Organization Name: _____

PART E: COMMUNITY CONTRIBUTION AND IMPACT CONTINUED

Organization Name: _____

Note: There are several categories for the assessment of arts organizations in Barrie:

- Performing Arts
- Visual Arts
- Art Services Organizations
- Literary Arts
- New Media
- Heritage Organizations

Fill in only the financial and statistical information that is relevant to your organization. In addition to providing important information for the assessment of your grant application, both the financial and statistical parts of the application provide the City of Barrie with information enabling them to effectively advocate on behalf of the arts in and for Barrie.

PART F: OPERATING GRANT FINANCIAL FORM

Use the form titled **Operating Application 75K+ Financial Form 2023**.

You must fill in the relevant fiscal years. The first column (Last Year Actuals) will be for 2021; the second column is for the current year (2022) and may be projected. The third (Request year) is for 2023 and the fourth column (Next Year) for 2024. Some organizations have calendar fiscal years (January to December) and others are on different cycles. You may change the months listed in the table to reflect your fiscal year to better reflect your operating budget if you choose. If you aren't sure which years you should complete, please get in touch with the Economic and Creative Development Department.

Note that you should be able to reconcile column 1 of the completed financial form with your audit or financial statement. Include budget notes detailing any steps necessary to match totals from your financial forms with totals in your financial statements (audited or unaudited).

Definitions are provided at the end of the Financial Form. A shaded line number indicates that an item is defined. Click on the shaded line number to link directly to the item's definition. Once you have read the definition, click on the line number next to the definition to link back to the line on the form. Definitions are also visible on screen by scrolling over the relevant cell in the first column.

Read the definitions carefully; they provide guidance as to where to include certain items. If you are still unsure after referring to the definitions, please contact the Economic and Creative Development Department for assistance.

PART G: STATISTICAL FORM

Use the forms titled **Arts Investment Program Statistical Form 2023**.

The Economic and Creative Development Department's interests in the area of arts education (page 4 of the Statistical Form) are broad. They include the full spectrum of activity undertaken by arts organizations whose purpose is to broaden and deepen public knowledge, appreciation and participation in the arts.

Use the categories on the Statistics Form to capture the specific kinds of arts learning experiences you offer to the public. If the categories do not accurately reflect the kind of activity you do, please use the "Other" category and describe it.