



**City of Saint John  
Community Arts Funding Program  
Fall/Winter 2023**



**APPLICATION**

[This Funding Program is administered by the Saint John Community Arts Board on behalf of The City of Saint John]

**INSTRUCTIONS**

Applications must be received by **4:00 p.m. on MONDAY September 25<sup>TH</sup> 2023**. Before completing this application, please read the City's Arts and Culture Policy, Council Priorities, and the Community Arts Funding Program Spring/Summer Guidelines for the awarding of funding set out in this application.

**ELIGIBILITY REQUIREMENTS**

Registered Nonprofit organizations incorporated in New Brunswick and located in The City of Saint John are eligible for Community Arts Board funding. If the applicant is an unincorporated nonprofit, an eligible organization must accept funding on their behalf and partner with them on the project.

**Questions? Contact Kate Wilcott at 506-658-4455 or [artsandculture@saintjohn.ca](mailto:artsandculture@saintjohn.ca)**

**APPLICANT INFORMATION:**

Name of Organization:

Mailing Address:

Street Address or Post Office Box

Postal Code

Contact Name:

Email:

Telephone:

If this is a joint request, please fill out the following information about the partnering organization(s):

Partnering Organization(s):

Contact name(s):

Telephone:

Email:



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**YOUR ORGANIZATION**

**To help us verify that your organization is in good standing, please provide a copy of each of the following document:**

- **Names and addresses of your organization's Board of Directors**
- **Your organization's mandate**
- **Your most recent financial statements**

**Date of formation or incorporation:**

**CRA NB/Reg. #:**

**If you are partnering with a non-profit, please provide their information above**

**YOUR PROJECT**

Your organization is applying for a : Project Grant\_\_\_ Festival Grant \_\_\_ Amount Requested: \$

Percentage of Total Project/Festival Budget:

*Preference will be given to projects seeking funding between 10% and 40% of total budget.*

Project/Festival Title:

Commencement Date:

Completion Date:

Location of Project/Festival Activities:

In the space provided, please describe your project or festival (preferably 400 words or less). This description will be used for our jury process and communication purposes. You may attach other relevant information that you believe supports or further explains your application. This information may be e-mailed.



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How will you promote your Project?

Does your Project have a Community Engagement component (please check all that apply and provide a brief description)?

Public Event \_\_\_\_ Free to Attend \_\_\_\_ Other (explain below): \_\_\_\_

Expected attendance/audience:

How does your project align with the Council's 2021-2025 Priorities?

Visit <https://saintjohn.ca/en/city-hall/council-and-committees/council-priorities> to view.

Please Explain:



Provide all estimated revenues that will support your project. Anticipated or confirmed revenue from all sources, including other government sources, donations, sales, admission, fundraising, in-kind, and sponsorships. Indicate for each applicable revenue source(s) the budget amount and if the revenue is confirmed or pending.

REVENUE SOURCE	\$ Amount	Confirmed	Pending
Federal Grant			
Provincial Grant			
Community Arts Funding Request	\$		
<b>Total Revenue Budget</b>	\$		

Provide all estimated expenses for the Project:

EXPENSE ITEM	DESCRIPTION	\$ Expense
	Total Expense Budget	\$



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**GENERAL TERMS AND CONDITIONS**

1. All projects must be completed in accordance with approved timetables and, in any event, by March 21st 2024.
2. Grants cannot be awarded retroactively.
3. The same project will not necessarily be supported in any succeeding year.
4. Grants are to be used only for their intended purpose. Any recipient that uses funds improperly, ceases operation, or knowingly provides false information must promptly repay the grant.
5. If the scope of your project must change due to Public Health protocols, please contact the Arts and Culture Coordinator to advise.
6. The recipient must keep and maintain all records, invoices, and receipts relating to the project and allow the Board and City to inspect and make copies of all such records.
7. The recipient must consent to the release by the Board and the City of the information about the project and the amount awarded.
8. The recipient must comply with all City by-laws and all other applicable laws and regulations and is responsible for obtaining all necessary permits and approvals at its expense.
9. Neither the City of Saint John nor the Saint John Community Arts Board is liable for any damages, injury, and/or loss of revenue as a result of any grant being awarded or as a result of the project being undertaken and shall not be held out as a partner or agent of the recipient or otherwise responsible for any obligation related to the recipient or the project.
10. The recipient will acknowledge (in approved manner) the support of the City of Saint John in all publicity and programs relating to the project. The Community Arts Board logo and City of Saint John is available for inclusion on posters and in programs. Please contact the Arts and Culture Coordinator.
11. The recipient must provide a report to the Board within two (2) months of completion of the project, outlining the outcome of the project and all revenue and expenditures. Failure to submit a post-event report may deem the applicant ineligible for future funding.

***We have read the general terms and conditions set out above and in the Program Guide of the Community Arts Funding Program, and we accept and agree to abide by all such terms and conditions.***

Signing Officer:

Signing Officer:

Signature:

Signature:

Title:

Title:

Date:

Date:

**Please submit this application by e-mail or hand deliver will all necessary documents no later than 4:00 p.m., Monday Sept. 25<sup>th</sup> 2023.**

**Hand Delivery/Mail:**

**Email:**

Customer Service Att: Arts Funding  
1<sup>st</sup> Level City Hall 15 Market Square  
Saint John NB E2L 4L1

artsandculture@saintjohn.ca

**APPLICATIONS RECEIVED LATER THAN 4:00 PM Monday Sept. 25<sup>th</sup> 2023 WILL NOT BE CONSIDERED**



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2023**



**Contact:**

**Kate Wilcott, Arts and Culture Coordinator 506-658-4455 [artsandculture@saintjohn.ca](mailto:artsandculture@saintjohn.ca)**

**Collection Notification Statement**

This information is being collected in order for the City of Saint John to deliver an existing program/service; the collection is limited to that which is necessary to deliver the program/service. Unless required to do so by law, the City of Saint John will not share your personal information with any third party without your express consent.

The legal authority for collecting this information is to be found in the Municipalities Act and the Right to Information and Protection of Privacy Act.

For further information or questions regarding the collection of personal information, please contact:

Access & Privacy Officer

City Hall Building 15 Market Square Saint John NB E2L 1E8

[commonclerk@saintjohn.ca](mailto:commonclerk@saintjohn.ca) 506-658-2911