



## Small Grants Application Form

### ORGANIZATIONS

Tofino Arts Council provides assistance to local artists and organizations through its Small Grants program. The Program supports artists or organizations (who are offering arts and cultural activities in Tofino and Clayoquot Sound) in producing or promoting artistic / cultural projects, events or activities. The maximum grant award for organizations is \$1000.

Small Grants are awarded on merit with a limited number available within each grant cycle.

#### Application Criteria

1. Grants are available to individuals and organizations with a TAC Full Membership in good standing.
2. Activities must take place in the Tofino / Clayoquot Sound and applicant(s) must be based locally.
3. Funded activities must be primarily artistic and/or cultural in nature and be of benefit to the local community.
4. Funded activities can be events, workshops, programs, cultural or community development, presentations, performances, concerts, festivals which include one of the following but not limited to: literature (drama, poetry, and prose), performing arts (dance, music, and theatre), visual arts (ceramics, drawing, painting, photography, and sculpting), film (production, presentation, film-making), woodworking, cultural and historical celebration of local artwork and / or artists.
5. The grant must be used only for the activities for which it was awarded. If the grant holder cannot use the funds at the expected time, decides not to carry out the project or program of work as expected, or refuses the grant conditions they must notify TAC immediately.
6. The grant holder must also consult TAC in writing, before making any major changes to the project or program of work that was outlined in the application.
7. TAC will release the grant funds after it receives a written copy of the signed grant acknowledgement form, confirming the grant holder's acceptance of the Grant Terms and Conditions.
8. TAC's support must be acknowledged in all publications, publicity material and promotional material associated with the grant.
9. The grant holder must list the TAC grant amount as a source of revenue in all reports prepared for other funders, sponsors and partners.
10. Grant holders are required to submit a 250 word (max) Final Report after the activity has been completed.

TOFINO ARTS COUNCIL: SMALL GRANTS APPLICATION FORM - ORGANIZATIONS

Name of Organization	
Mailing Address	
Email Address	
Telephone Number	
Name of person submitting application	

Brief Overview of Organization applying	*100 Words
Overview of Project, Activity or Event for which Small Grant will be applied	*200 Words
Name(s) of principal artists or organizers involved	
How will this Activity promote arts and culture in Tofino & Clayoquot Sound?	
DATE and TIME when this activity takes place?	
WHERE will this activity take place?	
Is there a cost for attendance? How many participants do you expect to attend?	
Has this activity run before? If so, what was previous attendance?	

What is the demographic of your target participants or audience? How many children / youth (up to the age of 24) involved?
Amount Requested (up to \$1000)
How will TAC will be acknowledged for their contribution to the project?

**Proposed Budget for your project**

Please provide a budget summary showing all expected revenues and expenses for your proposed event, activity or project. In-kind donations are eligible as revenue. The following table is given as an example, but please provide the most appropriate format which is relevant to your financial recording.

Project Title:	
<b>REVENUES</b> Sponsorship, Admission Fees, Donations, Grant Funding, Local Government Contributions, In-Kind Services	
Admission / Registration Fees	
	\$
Grants / Financial Support	
(Name of Grant / Financial Supporter)	\$
Other Revenues	
(Description of revenue)	(Amount)
Total Revenues	\$
<b>EXPENSES</b> Artist Fees, Venue Hire, Marketing, Transport & Accommodation, Supplies, Equipment rental, Staff Costs	
(Description of expense)	(Amount)

Total Expenses	\$

In submitting this application, you declare that:

- A. The applicant(s) meets all of the criteria of fundamental eligibility for this program.
- B. This application has been approved by the board of directors of the organization applying (if applicable)
- C. To the best of your knowledge and belief the information provided in this application is complete and true in every respect.
- D. The applicant(s) abides by all applicable municipal, provincial or territorial employment legislation, including but not limited to that relating to employment standards, occupational health and safety, and human rights.
- E. The applicant(s) is committed to providing safe and respectful working conditions and to fostering a workplace free from discrimination, harassment and sexual misconduct.
- F. Any personal information submitted with this application has been done so with authorization from the individual(s) concerned.

Submission of Application

Please return this completed form with any relevant attachments via email to:  
info@tofinoartscouncil.com.

END OF APPLICATION FORM