



**City of Brantford**  
**Cultural and Built Heritage Grant Program**  
**Appendix A – 2018-19**

Important: This section only needs to be completed if the applicant organization has NOT applied to the 2018 City of Brantford Community Cultural Investment Program.

**Section A: Application Summary**

Organization Name	
Grant Amount Requested	
Total Project Budget	

**Attachments Required (one copy of each)**

Projected “Current Fiscal Year” Operating Budget (note: must match “Current Fiscal Year” dates in Section B)

Projected “Next Fiscal Year” Operating Budget (note: must match “Next Fiscal Year” dates in Section B)

Year-end financial statements for previous two years (audited, if applicable)

Most recent Annual Report

Most recent minutes of Annual General Meeting

Copy of articles of incorporation (if not available, please provide proof of not-for-profit status)

List of Board of Directors

Detailed information on purpose and use of surplus funds (if applicable)

3-year Strategic Plan (if applicable)

**B. Fiscal Years Date Ranges**

“Past Fiscal Year” Date Range:	
“Current Fiscal Year” Date Range:	
“Next Fiscal Year” Date Range:	

Note: “Past Fiscal Year” refers to the year that no longer encompasses the current date (i.e. June 1, 2016 – May 31, 2018 or January 1, 2017 – December 31, 2017).

## Section C: Financial Profile

### C1. Expenses

Description	"Past Fiscal Year" Actual	"Current Fiscal Year" Projected	"Next Fiscal Year" Projected
<b>Programming Expenses</b>			
Payment to Artists/Lecturers/Honoraria			
Other Programming Costs			
<b>Administrative Expenses</b>			
Marketing and Promotion			
Administration/Organizational Costs			
Other Administrative Costs			
<b>Subtotal Expenses</b>			

### C2. Revenues

Description	"Past Fiscal Year" Actual	"Current Fiscal Year" Projected	"Next Fiscal Year" Projected
Earned Revenue			
Private Sector Revenue			
Fundraising			
Government Revenue (including CCIP)			
Other Revenue			
<b>Subtotal Revenue</b>			

### C3. Surplus/Deficit

Description	"Past Fiscal Year" Actual	"Current Fiscal Year" Projected	"Next Fiscal Year" Projected
<b>Expenses</b>			
<b>Revenues</b>			
<b>Surplus/Deficit</b>			

**C4. If your organization has a surplus (20% or greater of your total budget) or deficit (10% or greater of your total budget), outline your intentions to address that surplus or deficit (330 characters maximum).**

## **Section D: Organizational Merit**

**D1. Describe your organization's programming and the impact it has on the local cultural community (1300 characters maximum).**

**D2. Describe how your organization's programming is distinct from that of other organizations in the community (1000 characters maximum).**

**D3. Identify community organizations, partners, and/or sponsors involved with your organization's programming in the past 12 months (1000 characters maximum).**

**D4. Describe the methods your organization uses to set its objectives and measure the results of its programming (1000 characters maximum).**

**D5. Describe actions taken to improve public accessibility and audience development for your organization's programming (1000 characters maximum).**

**D6. Does your organization have a long-term strategic plan? If yes, provide a synopsis (1000 characters maximum).**

**D7. Describe some of the key challenges and opportunities your organization has faced in the past 12 months, and how they have been/are being addressed (1000 characters maximum).**

## **Section E: Cultural Activity**

Note: Do not include statistics on education programs or professional development activities for youth or general audiences in the "Cultural Activity" section.

Note: Please only fill out the chart that best corresponds with your organizations' primary discipline: performing arts, visual and media arts, or heritage.

### **E1) Cultural Activity**

#### **Performing Arts Organizations**

	<b>Past Fiscal Year Actual</b>	<b>Current Fiscal Year Projected</b>	<b>Next Fiscal Year Projected</b>
<b>Number of home performances (including readings)</b>			
<b>Number of touring performances (including readings)</b>			
<b>Number of exhibitions and screenings</b>			
<b>Number of artist residencies</b>			
<b>Other public activity (please specify below)*</b>			
<b>Total number of public activities</b>			

\*Other public activity (if applicable):

## Visual and Media Arts Organizations

	Past Fiscal Year Actual	Current Fiscal Year Projected	Next Fiscal Year Projected
Number of originated exhibitions			
Number of borrowed exhibitions			
Number of catalogues produced			
Number of artist residencies			
Number of film/video/media screenings			
Other public activity (please specify below)*			
Total number of public activities			
Number of originated exhibitions toured			
Number of galleries receiving your exhibitions			

\*Other public activity (if applicable):

## Heritage Organizations

	Past Fiscal Year Actual	Current Fiscal Year Projected	Next Fiscal Year Projected
Number of originated exhibitg			
Number of borrowed exhib]tg			
Number of catalogues/books produced/published			
Number of artist residencies			
Number of film/video/media screenings			
Other public activity (please specify below)*			
Total number of public activities			
Number of originated exhibitg toured			
Number of a i gYi a g receiving your exhibitg			

\*Other public activity (if applicable):

## E2) Attendance and Participation

Note: Include paid and non-paid attendance in this section.

	Past Fiscal Year Actual	Current Fiscal Year Projected	Next Fiscal Year Projected
Attendance at home performances (including readings)			
Attendance at touring performances (including readings)			
Attendance at exhibitions (home and touring)			
Attendance at film/video/media screenings			
Total public attendance			
Percentage of non-local visitors			
Number of single ticket sales/admissions			

## E3) Membership

	Past Fiscal Year Actual	Current Fiscal Year Projected	Next Fiscal Year Projected
Number of individual members			
Number of organizational members			
Total number of members			

## E4) Location of Cultural Activity

Note: Please list all communities (town, cities, reserves, etc.) in which you were active through performances, presentations, tour (including exhibition tours), outreach, arts education, run-outs, etc. Include Ontario communities and communities outside Ontario.

## Section F: Education and Professional Development/Activities

Note: Activities reported in this section should not be included in the statistics on pages 1-3. Use the response that best fits. Do not count any activity more than once in the entire Education and Professional Development Programs/Activities section.

### F1) Education Programs/Activities for Youth (under 18)

Note: Report on activities/programs that are produced for/by/with youth (under 18). This includes programs conducted at your organization, in schools, and in the community. Include all activities programmed at home and on-tour.

	Past Fiscal Year Actual	Current Fiscal Year Projected	Next Fiscal Year Projected
Number of talks and lectures (including pre-show chats and post-show Q&As)			
Attendance at above talks and lectures			
Number of classes, workshops and seminars programmed for the public			
Attendance at above classes, workshops and seminars			
Other learning and development activities/programs (please specify below)*			
Attendance at above other learning and development activities/programs			
Total number of activities/programs in this section			
Total attendance at all activities/programs in this section			

\*Other learning and development activities/programs (if applicable):



## F2) Education Programs/Activities for Adults (18+) and Families

Note: Report on activities/programs that are produced for/by/with adults (over 18) and families that increase public appreciation, knowledge, and participation in your area of culture. Do not include professional development activities.

	Past Fiscal Year Actual	Current Fiscal Year Projected	Next Fiscal Year Projected
Number of talks and lectures (including pre-show chats and post-show Q&As)			
Attendance at above talks and lectures			
Number of classes, workshops and seminars programmed for the public			
Attendance at above classes, workshops and seminars			
Other learning and development activities/programs (please specify below)*			
Attendance at above other learning and development activities/programs			
Total number of activities/programs in this section			
Total attendance at all activities/programs in this section			

\*Other learning and development activities/programs (if applicable):

## F3) Professional Development Activity (presented or produced by your organization)

	Past Fiscal Year Actual	Current Fiscal Year Projected	Next Fiscal Year Projected
Newsletters			
Publications (not including newsletter)			
Classes, workshops, and/or seminars (professional development)			
Conferences			
Other professional development activities (please specify)*			
Total number of professional development activities			

\*Other professional development activities (if applicable):

## Section G: Staffing and Volunteers

### G1) Paid Staff

Note: One person full-time (5 days per week) is one full-time equivalent (FTE). One person working one day a week is .2 FTE. Examples of calculation FTE:

- (1) An organization with 1 full-time staff and one half-time = 1.5 FTE
- (2) An organization with 3 staff working 3 days a week each = 1.8 FTE

	Past Fiscal Year Actual	Current Fiscal Year Projected	Next Fiscal Year Projected
Number of FTE artistic, exhibition, production, programming and technical staff			
Number of FTE administrative and other staff			
Total number of FTE staff			

### G2) Temporary/Contract Staff

	Past Fiscal Year Actual	Current Fiscal Year Projected	Next Fiscal Year Projected
Number of artists/curators (not on staff) to whom you paid artists' fees			
Number of contract staff (less than 1 year)			
Total number of contract staff			

### G3) Volunteers

	Past Fiscal Year Actual	Current Fiscal Year Projected	Next Fiscal Year Projected
Number of board members			
Number of volunteers			
Total number of volunteers			
Total number of volunteer hours			

## Section H: In-Kind Support

Note: Please indicate the financial value of the in-kind support that your organization receives. If your organization has audited financial statement, the in-kind figures below should match the audited figures. To be included here, in-kind support must be (1) quantifiable and (2) items or services that would have been purchased if they had not been donated. **Do not include the estimated value of volunteer labour.**

	Past Fiscal Year Actual	Current Fiscal Year Projected	Next Fiscal Year Projected
Space or utilities			
Services			
Equipment, materials and supplies			
Other (please specify)*			
Total in-kind support			

\*Other in-kind support (if applicable):

## Section I: Artwork/Artifact Collection and Maintenance (if applicable)

	Past Fiscal Year Actual	Current Fiscal Year Projected	Next Fiscal Year Projected
Total number of original artifacts/artworks in collection			
Total number of facsimile objects in collection			
Number of artworks/artifacts restored/rehabilitated			
Number of artworks/artifacts and objects in storage			
Number of items loaned or rented to other institutions			
Number of days per year the site was open to the public			