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[OliverCAC@gmail.com](mailto:OliverCAC@gmail.com)  
OliverArtsCouncil.org

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## ARTS IN ACTION GRANT APPLICATION INTRODUCTION

The Oliver Arts Council (OCAC) is a Registered Charity and it is bound by CRA requirements concerning the transfer of money to other organizations and all applications for events must be in accordance with the charity's own constitutional mandate.

All programs or events supported by the OCAC must bear an acknowledgement. This includes any advertising and print materials. In the absence of these, a verbal statement should be given at the event. Successful applicants will receive the OCAC Quail Logo to accompany acknowledgement: ***"We gratefully acknowledge the financial support of the Oliver Community Arts Council."***

Complete Part 1 and submit it to the OCAC a **minimum of 2 calendar months** before your event date. We cannot guarantee approval of late applications or applications less than two months from the event date. A budget **must** accompany the application and **must** include both revenue and expenses, with a projected net profit or loss. If you are seeking funding from multiple sources, these must be disclosed on your application.

Usually, funds are supplied as a reimbursement after the event is completed and Part 2 of the application has been received. The Board may, in cases of need, make available up to 50% of the requested funds in advance of the event. If required, please explain your financial circumstances, and make that request on your application. You will be notified of the Board's resolution following its next monthly Board meeting.

1. "Art in Action Grant Application" Part 2 must be completed to confirm the event took place in accordance with the OCAC purposes. Submit Part 2 to the OCAC Treasurer as soon as the event has taken place and when you have your final income statement. Please ensure copies of receipts are attached as well as copies of any material that ***demonstrates the event took place*** and has ***acknowledged the OCAC***. If the ***event is delayed***, you must let us know. Funds may be applied ***up to a year*** after the application is received.

For further information, please contact the OCAC Board at [olivercac@gmail.com](mailto:olivercac@gmail.com).

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## BUDGET INFORMATION

A budget must be submitted with all applications for an OCAC grant and must include the name of your group, the name of the event and the date(s) of your event.

Provide all estimated revenues (including other contribution and their sources) and expenses (with item description) that will support this project. This budget must be included with this application.

***If a budget is not included your application may be denied.***

If you have questions or require assistance with your budget completion, please feel free to contact our treasurer at [Olivercac@gmail.com](mailto:Olivercac@gmail.com)



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## **ARTS IN ACTION GRANT APPLICATION ADJUDICATION PROCESS**

All applicants must submit a budget, to demonstrate financial need. This will assist the OCAC Board to adjudicate on the basis of need. The disbursement of funds occurs only upon completion of the program or event. In some cases, up to 50% of funds can be made available up front (i.e. supplies, performer fees) if requested on the application. In order to release the funds (or funds remaining), proof the event has taken place must be presented in Part 2 of the application after the event has occurred.

The funding recipient must acknowledge financial support from the OCAC (with logo and acknowledgement statement) on all print advertising and at public assembly. Proof of acknowledgement is submitted with Part 2 of the application.

### **PRINCIPLES OF ADJUDICATION.**

- How closely does the program or event match our constitutional mandate?
- Does the application allow for enough time before the event? (we recommend a minimum of two (2) full calendar months).
- Does the event show careful planning?
- Is there likelihood of success?
- Review the budget. Is it reasonable or risky? Are items missing? Will the event fail if funds are not provided?
- Is this event something the OCAC would like to have its name on?

### **HOW WE VOTE**

1. Review conflict of interest: board members declare any personal interest in particular applications. Abstain from discussion and voting where there is a conflict of interest.
2. Determine the OCAC budget for Arts in Action Grant applications for the fiscal year.
3. Read, discuss and evaluate each application.
4. When applications exceed AIA budget, rank them. Consider partially funding applications.
5. Make a separate motion for each application so those Board members abstaining from one application, may vote on others. Abstentions are noted in minutes.
6. CONFIDENTIALITY should be maintained for discussion of applications. Only the agreed content of the motion is public.