

Cultural Connections Fine Arts & Cultural Festival Funding Formula 2011-12

Policy

The Department of Education recognizes and supports community-based programs that benefit K-12 students and extend their arts and cultural experience outside the school setting. The Department acknowledges such programs enhance the achievement of curriculum outcomes in arts and cultural education. Recognizing such events may require additional monies, beyond organizational budget, the Department of Education considers such requests on an annual basis.

Procedures

The following procedures will be used in assessing the eligibility of funding proposals / requests.

- 1.0 Funding requests will be considered for those festivals that directly relate to school programs.
 - 1.1 Festival supports and enriches the school curriculum in arts and culture.
 - 1.2 Primary participants/audiences are K-12 students.
- 2.0 Funding requests will be subject to the following considerations:
 - 2.1 Ties to curriculum outcomes and/or mandate of the *Cultural Connections* strategy.
 - 2.3 Availability of other funding sources.
 - 2.4 Previously granted monies under this policy.
 - 2.5 Itemized budget.
 - 2.6 The following will not be considered for funding:
 - o Requests receiving funding under existing programs sponsored by the Department of Education.
 - 2.7 Funding capacity of the Department of Education.
- 3.0 To be considered for funding, a formal request in writing must be submitted, and include the following:
 - 3.1 Organization identification.
 - 3.2 Description of the festival, including:
 - o Audience
 - o Number of participants
 - o Logistics (date, location, etc.)
 - o Festival focus
 - 3.3 Rationale of the festival, clearly articulating its significance.
 - o Where appropriate this should include letters of support/permission from stakeholders or authoritative bodies.
 - 3.4 Budget summary.
 - 3.5 Identification of other sources of funding.
- 4.0 Terms and Conditions
 - 4.1 Applications for funding under this policy will be considered once per year.
 - o Completed applications shall be received by the Department of Education before or on the submission date of December 2nd for 2011-12 school year.
 - o Applicants shall be notified in writing within forty-five (45) days of a decision.

- 4.2 The funding allocation for any festival will be reflective of the significance of the festival. Funding allocation is grouped into three categories:
- Level I – Festival has operational budget of less than \$10,000. Festival is: narrow in focus; narrow in participant appeal and public attendance; one to two days in duration; and local in scope. Such festivals would be eligible for funding of 20% of the cost up to a maximum of \$2,000.
 - Level II - Festival has an operational budget between \$10,000 - \$20,000. Festival is wider in focus; wider in participant appeal and public attendance; two to three days in duration; and regional in scope. Such festivals would be eligible for funding of 20% of the cost up to a maximum of \$4,000.
 - Level III - Festival has an operational budget over \$20,000. Festival is broad in focus; large participant appeal public and attendance; three – five days in duration; and provincial in participation and scope. Such festivals would be eligible for funding of 20% of the cost up to a maximum of \$10,000.
- 4.3 All festivals funded through this policy shall be subject to the following terms:
- 4.3.1 Applicants are required to submit a summary report of the festival and return it to the Department of Education within 30 days of completion. This should include an event synopsis and financial statement.
 - 4.3.2 Applicants who fail to comply with 4.3.1 shall be subject to review and appropriate follow-up.
 - 4.3.3 90% of funding support provided upfront with remaining 10% awarded following submission of summary report.
- 4.4 Delays and cancellations:
- 4.4.1 If the festival is postponed the Department of Education shall be notified in writing of the change in dates, venue, etc.
 - 4.4.2 If the festival is canceled after financial support has been provided, the Department of Education shall be notified in writing and the monies returned. If monies have been spent or encumbered, the party shall report the same and shall include original receipts.
 - 4.4.3 In the event that the festival is either delayed or canceled, the Department of Education reserves the right to require that all funds provided be returned.
- 4.5 All festivals funded by this policy shall acknowledge receipt of funding under the *Cultural Connections* strategy and are required to acknowledge the provincial commitment in any presentation and/or print material prepared by the festival organizers. This should be done in consultation with the Department of Education.

A sample acknowledgement is as follows:

This performance (or activity) is funded through the Government of Newfoundland and Labrador's Cultural Connections: A Provincial Arts and Cultural Strategy. The Strategy is a joint initiative between the Department of Education and the Department of Tourism, Culture and Recreation.

Fine Arts & Cultural Festival Funding Application

Applicant is required to complete and submit the following:

1. **Application form**
2. **Proposed project and budget**
3. **Letter of request outlining rationale and projected use for funding**
4. **Letters of support/permission from stakeholders if/where applicable**

Please print:

1. Applicant Name and Title: _____
2. Applicant Mailing Address: _____
3. Applicant Phone Number(s) _____
4. Applicant Email: _____
5. Festival Name: _____
6. Festival Focus: (artistic/cultural area; performance/display; educational workshops)

7. Festival Location(s)/Date(s): _____
8. Festival Impact: [potential # of students involved; artist(s) involved; curriculum tie(s)]. This information may be submitted as a separate attachment.
9. Please provide a brief description of the festival explaining the focus and importance of this project and the number of participants involved.
10. Projected budget. Include/list other funding sources. This information may be submitted as a separate attachment.

Submit Application and accompanying documentation to:

Department of Education
Coordinator – Arts and Cultural Festivals
Box 8700, St John's, NL A1B 4J6