



Sustaining Program for Professional Arts Organizations Year 2 And 3 Report Form

Applications must be typewritten or hand printed. Only fully completed reports received by 4:30 pm, or postmarked on/before the February 1 annual report deadline will be considered. Submit one copy of your report.

NOTE: If funding is approved, your grant **cheque** will be **made payable** to the **ORGANIZATION** listed below.

FILE NUMBER (from year one of program cycle): _____

NAME OF ORGANIZATION: _____

REGISTERED NON-PROFIT SINCE: _____ CADAC ID #: _____

NAME AND TITLE OF CONTACT PERSON: _____

MAILING ADDRESS OF ORGANIZATION: _____

CITY: _____ POSTAL CODE: _____

PHONE: _____ FAX: _____

E-MAIL: _____ WEBSITE: _____

GRANT AMOUNT REQUESTED IN THIS REPORT: _____

I AM REPORTING ON THE YEAR ENDING _____ AS MY LAST COMPLETE FISCAL YEAR.

DECLARATION

By the following signature the individual declares that:

- All statements made in this document are true.
- Any funds awarded will be used solely for the purposes stated therein, otherwise the monies will be returned to ArtsNL
- Any publicity or promotional materials related to the work shall acknowledge the assistance of ArtsNL and include the ArtsNL logo.
- I have been authorized by the board/membership of the organization to sign this proposal on their behalf.
- I accept the conditions of the SPPAO and will accept the decision of ArtsNL.

ORGANIZATION'S CONTACT (NAME): _____ TITLE: _____

SIGNATURE: _____ DATE: _____

CHAIR OF THE ORGANIZATION'S BOARD: _____

CHAIR'S SIGNATURE: _____ DATE: _____

*Privacy Notice: Under the authority of the Sustaining Program for Professional Arts Organizations (SPPAO), personal information is collected in order to operate the program. This information is kept confidential and handled as required by the *Access to Information and Protection of Privacy (ATIPP) Act*. Any questions or comments can be directed to Joshua Jamieson, ArtsNL Communications Officer and ATIPP Coordinator: jjamieson@nlac.ca, (709) 726-2212 ext. 203 (toll free in NL only 1 866-726-2212 ext. 203)

REQUIRED APPLICATION DOCUMENTS

All required items must be submitted by 4:30 p.m. or postmarked on/before **the February 1 annual report deadline (registered mail recommended for tracking purposes)**. Please title and label each item.

Mandate and governance

Item 1: An up-to-date list of the organization's Board and/or Directors including province of residency for each individual

Artistic/Operational Activity and Vision

- Item 2: Update of the Artistic Director/Executive Director's (or equivalent) three-year **vision for the organization as outlined in the year one application**. (Maximum 2 pages)
- Item 3: An overview of the organization's **activities during the year just completed**. (List all productions created and presented by your organization.) (Maximum 5 pages)
- Item 4: An overview of the organization's **planned activities** for the coming year. (List all productions planned by your organization for the coming year.) (Maximum 5 pages)
- Item 5: Statistical data on your organization's last completed year of activity. (To be completed on the CADAC website at www.thecadac.ca. You do not need to print this document. It will be accessed by ArtsNL staff on the CADAC)

Organizational Employment, Professional Development, Fundraising and Outreach

Item 6: Update of the organization's **activity providing local employment, professional development** activities for staff/membership, **outreach** to the general public, and **fundraising in the past year**. (Maximum 2 pages)

Organizational Financial Report

- Item 7: A brief narrative **report on the last complete financial year** as reported in your financial statements. (Give a financial overview of the past year's operations to highlight successes, and explain any difficulties encountered with the organization's financial operations.) (Maximum 2 Pages)
- Item 8: **Completed Financial Form for your last completed fiscal year, and budget updates for your current and request years**. (To be completed on the CADAC website at www.thecadac.ca. You do not need to print the financial form; it will be accessed by ArtsNL staff on the CADAC.)
- Item 9: A copy of the organization's **most recent annual financial statement**. (The minimum requirement for this document is a **review engagement** prepared by an independent **professional accountant**. To be submitted on the CADAC website at www.thecadac.ca. You do not need to print this document. It will be accessed by ArtsNL staff on the CADAC) *If your fiscal year end is less than 6 months before the application deadline, you may report on the previous fiscal year as your last fiscal year for this application.*

Support Material (optional)

Item 12: Support materials (posters, publications, newsletters, programs, photos, etc.)

If you require support material to be returned: please include a self-addressed stamped envelope with your application OR arrange to pick it up from the ArtsNL office. ArtsNL will hold on to support material for one year. After this period, any unpublished works/works in progress that have not been picked up will be shredded (as per ATIPP guidelines), and any published materials that have not been picked up will be sent to the provincial archives.

Please indicate the percentage of your INCOME for your last completed financial year in the following categories:

Earned Revenue: _____ % Public Sector Grants: _____ % Fundraising/ Private Sector: _____ %

Other: _____ %

Fees/ Salaries Paid:

Annual gross salary paid: Artistic Director: _____ General Manager/CEO: _____

Average fee paid artists (indicate if weekly or per performance): _____

Return completed report forms to: Ken Murphy, Program Manager, ArtsNL

1 Springdale Street (The Newman Building) P.O. Box 98, St. John's, NL, A1C 5H5

Phone: (709) 726-2212 ext. 205 (toll free in NL only 1 (866) 726-2212 ext. 205)

Fax: (709) 726-0619 kmurphy@nlac.ca