

ARTS PROGRAM – DANCE SECTOR

General Granting Criteria for Organizations

PREAMBLE

The Shevchenko Foundation is a national, chartered philanthropic institution dedicated to the preservation, promotion and development of Ukrainian Canadian cultural heritage, and to the advancement of a flourishing Ukrainian community for the enrichment of Canada.

COMMUNITY STEWARDSHIP

The Shevchenko Foundation fulfills its mandate by disbursing grants in support of various initiatives that assist groups and individuals in the four pillars of Arts, Education, Community Development, and Heritage.

The Shevchenko Foundation's grant-giving stewardship extends priority to projects and programs that:

- Contribute to the advancement Ukrainian Canadian heritage for the enrichment of Canada;
- Disseminate Ukrainian Canadian cultural contributions to a broad and diverse public on a community, regional and national level;
- Exhibit financial capability to undertake and sustain the project and/or program within the boundaries of a business plan, either as an organization or an individual;
- Employ new technologies and partnership models on how Ukrainian Canadian heritage culture is created, produced, disseminated, and preserved.

ASSESSMENT

The Shevchenko Foundation's assessment for grant-giving is guided by integrity, sustainability, excellence, innovation, and inclusiveness of all Canadians who support the mandate of the Shevchenko Foundation. When assessing applications, the Foundation uses the following questions.

- Are the goals for the project and those undertaking the project well-articulated?
- Are the goals for the project within the scope and mission of the Shevchenko Foundation?
- How does the project advance the relevancy of Ukrainian cultural heritage by connecting people and strengthening communities for the enrichment of Canada?
- How well does the project demonstrate an understanding of present day industry standards of excellence and public engagement in corresponding to the appropriate pillar of Arts, Heritage, Community Development, or Education?
- What is the value-added contribution of this project that distinguishes it beyond existing Ukrainian cultural heritage content and similar activities?
- How well does the project articulate accommodating changing demographics, changing patterns of consumption, changing forms of dissemination?
- Are the indicators for success of the project within the organizational and human resources capacity of the applicant?

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- How convincing is the financial viability of the project?
 - What are the consequences and contingencies for project shortfalls? How will the project still be viable if it does not receive the projected revenues in grant support and public support?
 - Is there evidence of sound fiscal management, a track record of fiscal responsibility, and sound budgeting?
 - How realistic are budget revenue projections? Are cost estimates well researched?
 - Are ticket sales and fundraising targets within the scope of past performance and similar market realities?
 - What is the demonstrated value of funding a project application if it does not generate earned revenue from ticket sales or other earned revenue streams?

ADDITIONAL INFORMATION

- Grant applications must be made in advance of the starting date of the project.
- Submission of an application is not a guarantee that the Shevchenko Foundation will provide financial grant assistance.
- The Shevchenko Foundation funds up to 50% of total project or program costs of successful applications contingent upon budget resources for the given grant deadline.
- The Shevchenko Foundation strives to create a balance between supporting established returning applicants, new applicants, and applicants exploring emerging practices in the broad scope of cultural development.
- Grants can be used to cover costs and expenses associated with the project, but cannot be used to cover expenses for living allowances for project participants.
- The Shevchenko Foundation does not claim any copyright on projects receiving funding.

WHO IS ELIGIBLE?

Organizations:

- Canadian not-for-profit community organizations, artist collectives, Canadian registered private businesses whose activities occur primarily in Canada, and Canadian chartered educational institutions.
- Canadian not-for-profit professional, semi-professional and amateur groups governed by a board of directors or a body responsible for the organization.

HOW OFTEN CAN ONE APPLY?

- No new application will be accepted if a Final Report has not been submitted from a previous grant.
- Applicants who are applying for more than one grant in the calendar year can do so only when the Final Report on the first project has been approved by the Shevchenko Foundation.
- Applications for projects that are phased over more than one year will be accepted. Funding will be granted in phases, subject to meeting annual reporting requirements.

APPLICATION DEADLINES

Unless otherwise specified, deadlines for grant applications are APRIL 1 for projects beginning after July 1, and OCTOBER 1 for projects beginning after January 1.

ARTS PROGRAM – DANCE SECTOR

Dance Sector Objectives and Eligibility for Organizations

Eligible Applicants:

- The Dance Sector of the Arts Program provides only project support to performance focussed Canadian groups, ensembles or collectives, in all forms of Ukrainian Canadian dance, including folk dance, ballet, folk ballet, and contemporary dance. Project grant support is not provided for industry defined ongoing operating programming and overhead expenses of an arts organization.
- Ukrainian dance schools and Canadian groups, ensembles or collectives which receive revenue from instructional/participation fees are not eligible to apply for costs related to ongoing annual dance education programming and choreography, dance competitions, or year-end recitals. This education and training focussed sector can apply for support for what is clearly a special project.

Eligible Projects:

The Dance Sector of the Arts Program for Organizations funds:

- Commissions by an established organization or collective for original dance choreography including accompanying music. Eligible expenses can include professional fees to choreographers, music arrangers, composers, musicians, and set and costume designers not under continuing contract to the applying organization
- Professional development and training workshop costs for external experts such as choreographers and master teachers, not under ongoing contract to the applying organization.
- Concert production (costs of guest performer fees, producer fees, sound, lighting, facility rental, promotion and advertising, etc.)
- Tours of Ukrainian Canadian dance groups, ensembles or collectives (travel costs, concert production, presentation costs).

CANADIAN REVENUE AGENCY

Individuals and organizations who do not have their own charitable number as defined by the Canada Revenue Agency (CRA) may be subject to participation in an Agency Agreement with the Shevchenko Foundation. The Agency Agreement documents the disbursement of funding, the roles and responsibilities of the individuals or organization receiving funding, and the monitoring and reporting procedures. For more information please take the time to read the Government of Canada Charities Policies and Guidance Document.

You are welcome to contact our office at toll-free 1-866-524-5314 if you have any questions or require assistance with your application.

ARTS PROGRAM – DANCE SECTOR

Application Checklist

Your application must include all the items on this checklist and be submitted in this same order.

Incomplete applications will not be considered.

1. **Grant Registration Form** (pages 5 and 6 of this file)
2. **Organizational Profile:** (4 pages maximum)
 - Describe the mandate or purpose of your organization contained in your bylaws. Outline the activities or programs your organization undertook in the last 2 years to fulfill that mandate.
 - List your leadership team with a brief description of their skill sets.
 - Describe the individuals that participate in your organization, your organization structure and governance model.
 - Describe the distinctive service your organization provides to your community and region.
3. **Project Proposal:** (4 pages maximum)
 - Articulate what your organization wishes to accomplish with this project, and the significance of the project to the advancement of Ukrainian dance in Canada.
 - Outline how the project aligns with the mission and priorities of the Shevchenko Foundation set out in the General Granting Criteria section of this application.
 - Identify how your organization's current priorities relate to the project for which you are seeking funding.
4. **Project Budget** (pages 7 and 8 of this file)
 - Your budget should list all sources of revenue for the project. This should include the amount you are requesting from the Shevchenko Foundation, the monies you expect to raise through ticket sales, fundraising, the amounts from grants you are seeking from other funding agencies, and any other sources of revenue (e.g. registration fees, royalties, other earned revenue, sponsorships, etc.).
 - Your budget should also list all expenses for the project. These may include travel and accommodation costs, communication or promotional costs, professional fees, equipment or facility rental, distribution costs, licensing and royalty fees, among others. The Shevchenko Foundation requires prudent and responsible fiscal planning. Total project expenses should not exceed total project revenue.
5. **Support material relevant to your project**
 Include résumés of choreographers, artistic directors, partnering organizations, or entities engaged in your project. Electronic file sharing is strongly preferred, however, published materials e.g. programs and annual reports may also be mailed to us in their original format.
6. **Additional documents required:**
 - List of the organization's Board of Directors
 - Constitution and by-laws (if applying for \$10,000 or more)
 - Most recent audited financial statement, inclusive of balance sheet
 - Most recent monthly or quarterly financial statement, inclusive of balance sheet
 - Most recent Annual Report of the organization

Please email this registration form along with your completed application as **ONE PDF DOCUMENT** to admin@shevchenkofoundation.ca

GRANTS PROGRAM – DANCE SECTOR GRANT REGISTRATION FORM for Organizations

Legal Name of Organization _____

Name of Contact Person _____

Mailing Address (office/headquarters) _____

City _____ Province _____ Postal Code _____

Telephone (contact person) _____ (Alternative) _____

Email of Organization _____ Website of Organization _____

Is your organization incorporated Yes - Date of incorporation (d/m/y) _____

No Year founded _____

Is it registered as a Charitable non-profit organization No Yes

Charitable # _____

Project Title _____

Project Summary

A brief description of no more than 25 words which the Shevchenko Foundation can use in its promotional & reporting needs.

This project will begin on (d/m/y) _____ and finish on (d/m/y) _____

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Amount requested _____

Have you received funding from Shevchenko Foundation in previous years? ___ YES ___ NO

If YES, please note that no new application will be accepted if a Final Report has not been filed from a previous grant. Please indicate the most recent year funding was received _____ Amount received _____

For Internal Use Only: Grant File # _____ Client # _____

Date Application Received _____ Amount Approved \$ _____

Date Approved _____ Date Final Report Rcvd _____

**ARTS PROGRAM – DANCE SECTOR
Project Budget Form (Part 1)**

Name of Applicant	
Project Title	
Prepared by	

REVENUES	Amount	% of Total Revenue	Date Applied For	Check (if confirmed)
Amount requested from Shevchenko Foundation (cannot exceed 50% of total project or program costs)				
Ticket Sales				
Other Earned Revenue (specify)				
Subtotal	\$			
Government Grants:				
Subtotal	\$			
Other Grants:				
Subtotal	\$			
Fundraising:				
Subtotal	\$			
In-Kind:				
Subtotal	\$			
Other:				
Subtotal	\$			
Total Revenues	\$			

ARTS PROGRAM – DANCE SECTOR
Project Budget Form (Part 2)

EXPENSES	Amount
	Please (*) Expenses linked to In-Kind Revenue
Professional Fees	
Tuition/Workshop Fees	
Facility Costs	
Rental Equipment & Supplies	
Marketing/Advertising Costs	
Royalties	
Accommodation	
Travel	
Other (Specify)	
Total Expenses	\$

BALANCE	\$
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*Revenue must equal expenses with a zero balance

Budget notes:

DECLARATION

- We have read the General Granting Criteria, Objectives and Eligibility criteria of the Shevchenko Foundation Grants Program.
- We confirm that the project information and financial information in this application are true.
- We accept the eligibility conditions and application requirements of this program and agree to abide by the decision of the Shevchenko Foundation.
- We understand and agree that unless we receive a letter from the Shevchenko Foundation awarding grant funding for the purpose(s) set out in the Application, and setting out the amounts and timelines for the payment of the Grant, there is no obligation between the parties.
- We understand and agree that the Shevchenko Foundation may award a Grant for less funding than we have requested in this Application.
- We will use the Grant awarded for the Approved Purpose.
- We confirm any part of the Grant not spent as set out in this Application, or upon termination of this Grant, must be repaid to the Shevchenko Foundation.
- We understand that funding for the project may be terminated upon mutual written consent with 30 days written notice in the event of a breach of any term or condition of this Grant award.
- We understand that the Shevchenko Foundation is subject to the Freedom of Information and Protection of Privacy Act and the above information is protected under the Act.
- We agree to indemnify and hold harmless the Shevchenko Foundation, including its employees.

Print Name

Print Name

Signature (President)

Signature (Treasurer/Secretary)

Date Signed _____

Date Signed _____