

## **ARTS PROGRAM – MEDIA ARTS SECTOR General Granting Criteria for Organizations**

### **PREAMBLE**

The Shevchenko Foundation supports projects and programs that

- Have an identifiable Ukrainian and/or Ukrainian Canadian content;
- Are on a national or regional level;
- Reflect a high degree of excellence, and
- Reach a diverse and broad audience.

Furthermore, applicants need to be aware that

- The Shevchenko Foundation funds only up to 50% of total project or program costs.
- Each application must provide a full budget, including **all** sources of revenue and **all** expenses for the entire project or program.
- Applicants will retain copyright integrity.
- Submission of an application does not guarantee that the Shevchenko Foundation will provide any financing for the project.

### **WHO IS ELIGIBLE?**

#### **Organizations:**

- 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?**

- Applications can be made for one project per year, and must be made in advance of the starting date of the project.
- No new application will be accepted if a Final Report has not been submitted from a previous grant.
- 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 – MEDIA ARTS SECTOR**

### **Media Arts Sector Objectives and Eligibility for Organizations**

#### **Eligible Applicants:**

The Media Arts Sector of the Arts Program provides support to individuals, groups and collectives for creation and popularization of works in art and documentary film, video and new media expressing Ukrainian or Ukrainian Canadian themes and qualities. The actual amount of assistance will depend on the scope of the project and available Foundation resources.

#### **Eligible Projects:**

The Media Sector of the Arts Program funds projects related to:

- Research and script development, e.g. third party professional fees, securing copy right, travel costs, translation costs, etc.;
- Production, e.g. professional fees, equipment and facility costs; and
- Presentation, e.g. launches, participation in or organization of festivals, sponsorship.

#### **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.

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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 4 and 5 of this file)
2. **Organizational Profile:** 3 pages maximum describing the mandate or purpose of your organization, the activities or programs it undertakes to meet that mandate and how they relate to Ukrainian media arts in Canada. Describe the individuals that participate in your organization, your organizational structure and governance model and the service your organization provides to the community. Identify your organization's current priorities and how they relate to the project for which you are seeking funding.
3. **Project Proposal:** 3 pages maximum describing the proposed project and what you hope to accomplish and its significance to the advancement of Ukrainian media arts in Canada. Ensure that your proposal provides evidence of the planning and resources necessary to bring this project to completion.
4. **Project Budget** (pages 6 and 7 of this file): Your budget should list **ALL** sources of revenue for the project. These should include the amount you are requesting from the Shevchenko Foundation, the contribution of your organization toward the project, the monies you expect to raise through fundraising, the amounts of grants you are seeking from other funding agencies, and any other sources of revenue (e.g. registration fees, royalties, sales, ticket sales, sponsorships among others). The 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 copyright fees among others. The Shevchenko Foundation encourages prudent and responsible fiscal planning. Hence, total project expenses should not exceed total project revenue.
5. **Support material relevant to your project**, such as résumés of directors, producers, cinematographers or other personnel 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](mailto:admin@shevchenkofoundation.ca)**

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

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Legal Name of Organization \_\_\_\_\_

Name and Postition of Contact Person \_\_\_\_\_

Mailing Address (office/heaquarters) \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone (contact person) \_\_\_\_\_ (Alternative) \_\_\_\_\_

Email of Organization \_\_\_\_\_ Website of Organization \_\_\_\_\_

Is your organization incorporated?      YES      NO      Date of incorporation (d/m/y) \_\_\_\_\_  
 Year founded \_\_\_\_\_

Is it registered as a non-profit organization?      YES      NO

If Yes, Charitable # \_\_\_\_\_

Project Title \_\_\_\_\_

**Project Summary**

A brief description of no more than 20 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 \$ \_\_\_\_\_

<b>For Internal Use Only:</b> Grant File # _____	Client # _____
Date Application Received _____	Amount Approved \$ _____
Date Approved _____	Date Final Report _____

**DECLARATION**

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We accept the conditions of this program and agree to abide by the decision of the Shevchenko Foundation.

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.

Y ^ confirm that the statements in this application are true.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature (President)

\_\_\_\_\_  
Signature (Treasurer/Secretary)

\_\_\_\_\_  
Date Signed

**For Internal Use:** Grant # \_\_\_\_\_ Client # \_\_\_\_\_

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<b>Name of Organization</b>	
<b>Project Title</b>	
<b>Prepared by</b>	

Please use budget notes area if you have additional information.

### Proposed Project Budget

REVENUES	Amount	%	Check if confirmed
<b>Amount requesting from Shevchenko Foundation:</b>			
Government Grants:			
subtotal	\$		
Other Grants:			
subtotal	\$		
Fundraising:			
subtotal	\$		
In-Kind:			
subtotal	\$		
Other:			
subtotal	\$		
<b>Total Revenues</b>	<b>\$</b>		

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Please use budget notes area if you have additional information.

**Proposed Project Expenses**

EXPENSES	Amount
Salaries/Professional Fees	
Program Costs	
Equipment & Supplies	
Other (specify)	
<b>Total Expenses</b>	\$

<b>BALANCE</b>	\$
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\*revenue must equal expenses with a zero balance

Budget notes: