

ARTS PROGRAM – THEATRE 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 – THEATRE SECTOR

Theatre Sector Objectives and Eligibility for Organizations

Eligible Applicants:

The Theatre Sector of the Arts Program provides support to individuals, groups, ensembles, and collectives, professional or amateurs, in the development and presentation of theatrical work that depicts Ukrainian or Ukrainian Canadian themes or translations of Ukrainian classics. The actual amount of assistance will depend on the scope of the project and available Foundation resources.

Eligible Projects:

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

- Commissioning by an established organization or collective of an original theatrical work or translation, e.g. professional fees to playwrights and translators, research costs, if applicable;
- Theatre production, e.g. costs of performers and producers fees, sound, lighting, facility rental, promotion and advertising;
- Touring of Canadian theatre ensembles and artists in Canada, e.g. costs of travel for individuals or collectives; and
- Professional development, e.g. travel and fees for training, workshops, master classes for actors, directors, producers, etc.

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.

ARTS PROGRAM – THEATRE 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 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 theatre 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 theatre 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:** 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

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

ARTS PROGRAM – THEATRE SECTOR GRANT REGISTRATION for Organizations

Legal Name of Organization _____

Name and Position of Contact Person _____

Mailing Address (office/headquarter) _____

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) _____

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

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 _____

DECLARATION

We have read the General Granting Criteria, and Sector Objectives and Eligibility criteria of the Shevchenko Foundation Grants Program.

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.

We 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 # _____

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

Name of Organization	
Project Title	
Prepared by	

Please use budget notes area if you have additional information.

Proposed Project Budget

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

**ARTS PROGRAM – THEATRE SECTOR
Project Budget Form (Part 2)**

Please use budget notes area if you have additional information.

Proposed Project Expenses

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

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

Budget notes: