

**Arts Infrastructure and Programming Fund
Application Form**

General Information

Full legal name of organization:

Street/P.O. Box (must match Newfoundland and Labrador Registry of Companies):

Town/City:	NL	Postal Code:
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Contact Name:	Title/Position:
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Telephone:	Email:
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Head of Organization (if different from above):	
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Name:	Title/Position:
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Telephone:	Email:
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Please indicate which category you are applying for:	
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- Arts Infrastructure (Facility/Equipment Upgrades)
- Arts Programming

Applicant Information

Are you a for-profit organization or an institution such as a place of worship, schools or library?	Yes	No
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If **yes**, you are not eligible to apply.

Are you incorporated and in good standing under the Newfoundland and Labrador Registry of Companies , incorporated under the Towns and Local Service Districts Act, or an Indigenous Government or Organization?	Yes	No
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Please provide your Newfoundland and Labrador Registry of Companies Company Number. If uncertain, please visit the following link: Newfoundland and Labrador Registry of Companies	
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How many individuals or groups are serviced or supported by your organization?	
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Request Details

Anticipated Project Start Date:	Anticipated Project End Date:
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Project/Initiative Description (approx. 500 words):

Describe how the project/initiative will align with program goals to increase engagement and participation in cultural activity (approx. 250 words):

Complete this section if requesting funding for arts infrastructure (facility/equipment upgrades):

Is the applicant the legal owner of the location/facility?	Yes	No
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(If no, applicant must demonstrate ownership entitlement – please explain or attach a separate sheet if necessary):

Please briefly outline a maintenance plan for requested facility equipment or arts infrastructure:

Complete this section if requesting funding for Arts Programming:

Location of Activity:		
Number of Activities/Performances planned:		
Number of Participants:		
Estimated audience attendance:		
Will admission fees be charged for this activity? If yes, please include projected revenue in the budget section below.	Yes	No

Budget

**Please note, quotes must be provided for all infrastructure and equipment requests.
(Please attach a separate sheet if necessary)**

Itemized Expense	Expense Cost
Expenses Total:	

Revenue Source(s)	Amount
Revenue Subtotal:	
Total Amount Requested from AIP: Total request cannot exceed 90% of total project cost to a maximum of \$10,000 or 80% of total project cost to a maximum of \$40,000 for arts infrastructure, or \$25,000 for arts programming. Funding requests over the maximum may be considered in some cases, please see guidelines and contact us prior to submitting your proposal.	
Total Project Cost: (Must equal Total Expenses)	
For requested funding for arts infrastructure or arts programming over \$10,000, please provide a brief description for each of the following:	
The facility is available to a large number of communities and constituencies, or programming will engage/reach a large number of people and/or multiple communities.	
Other demonstrated economic and community benefits.	

Applicant's Declaration for Operational Support

To the Department of Tourism, Culture, Arts and Recreation (TCAR):

- a) I confirm that the information given in this application is, to the best of my knowledge and ability, complete, true and correct.
- b) I certify that financial assistance from TCAR is a significant factor in the decision to proceed with this project.
- c) I certify that neither the applicant nor its officers are involved in any litigation, or in any proceedings before any government board, agency or tribunal which have not been disclosed in writing as an attachment to this application.
- d) I will provide all information required by TCAR to complete the assessment of this project and I authorize TCAR to make any inquiries of such persons, firms, corporations or other government agencies as it deems necessary in order to reach a decision on this application.
- e) I will instruct the existing lenders, as indicated above, to provide TCAR with full information concerning my (the applicant's) operating and financial position. I further authorize TCAR to discuss fully my (the applicant's) affairs with the funding partners and credit agencies and other potential contributors regarding this application.

Name of Signing Officer: _____

Signature: _____

Date: _____

Submit your completed application to:

AIPF@gov.nl.ca

Privacy and Confidentiality Notice

We will only use the personal information collected or provided as part of this application process for purposes directly related to the operation of the relevant programs and for statistical reports.

Information you provide us in confidence, both personal and business-related, will be kept confidential unless:

- you approve its release, or
- we are required or authorized by laws such as the Access to Information and Protection of Privacy (ATIPP) Act to release it.

If you have questions regarding privacy and confidentiality, contact the Access and Privacy Coordinator, Department of Tourism, Culture, Arts and Recreation, phone (709) 729-7000 or email TCAR@gov.nl.ca.