



## Project Summary and Check List

### Section A - Project Summary

Applicant's Name \_\_\_\_\_

Community: \_\_\_\_\_

#### Type of Project (check one):

- Audio Recording: Music & Voice
- Performing Arts: Dance, Music, Storytelling & Theatre
- Writing & Publishing
- Visual Arts
- Crafts
- Film and Media Arts

#### Funding Category (check one):

- Professional Development
- Creation/Production
- Presentation

#### Project Title:

#### Amount of Funding Requested:

**Check List:** please use this check list to ensure your application is complete - **incomplete applications will be disqualified.**

- Section A - Project Summary
- Section B - Individual OR Group Information
- Section C - Project Schedule
- Section D - Project Proposal **with detailed description on separate page**
- Section E - Public Presentation
- Section F - Previous Support
- Section G - Assistance from Other Sources
- Section H - Project Budget **with detailed budget on separate page**
- Section I - Employment Information (only those apply for living allowance)
- Section J - Support Materials
  - a. Artistic or Group Resume
  - b. Examples of your work
  - c. Letters of Support (minimum of 2) 1. \_\_\_\_\_
  - 2. \_\_\_\_\_
- Section K - Applicant's Statement with signature

**Section B: Personal Information (if individual applicant)**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Community: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Social Insurance Number: \_\_\_\_\_ Number of years NWT Resident: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Section B: Group Information (if organization or group)**

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Community: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Type of Organization:     \_\_\_ Non-profit society - provide NWT Societies Registry # \_\_\_\_\_  
                                       \_\_\_ Aboriginal Organization  
                                       \_\_\_ Other \_\_\_\_\_

**Section C: Project Schedule**

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Will you be working on your project full-time or will you be working, attending school or otherwise occupied?

\_\_\_\_\_

\_\_\_\_\_

**Section D: Project Proposal (make a detailed description on a separate page addressing these questions)**

1. What is the artistic purpose or goal of your project?
2. How will it contribute to your ongoing goals and development?
3. What do you intend to do? (such as materials to be used, methods, how many works will be completed, etc)
4. What are the project plans and timeline for the project?

**Section E: Presentation to the Public**

The NWT Arts Council requires you to give a public performance or exhibition of your completed project. How do you intend to accomplish this? (Examples: concert tour, performance at local school, library reading, community hall display, etc)

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**Section F: Previous Support**

List any previous funding you have received from the NWT Arts Council.

Name of Project	Year	Amount

**Section G: Assistance from Other Sources**

List any assistance you will receive from other sources—financial or in-kind. Include your own contributions towards the project.

Name of Source	Amount/ In-Kind Value
<b>Total \$</b>	

Name of Source	Amount/ In-Kind Value
<b>Total \$</b>	

**Section H: Project Budget**

Below is a **sample** budget, **attach separate sheet** with the expenses relevant to your project. Please use the indicated headings and provide detailed breakdown of costs.

<b>Budget Item Description</b>	<b>Assistance from other sources (amounts from previous page.</b>	<b>Amount requested from NWT Arts Council</b>
Materials & Supplies: <i>4 paint brushes x \$10/each 8 tubes acrylic paint x \$20/each</i>	<i>\$ 40.00</i>	<i>\$160.00</i>
Workshop or presentation costs, including facility and equipment rental: <i>Rehearsal space—donated by community Rental of sound system</i>	<i>\$100.00</i>	<i>\$200.00</i>
Research related to the project (describe exactly what this will be): <i>Research costs for accessing photos in archive</i>		<i>\$ 50.00</i>
Documentation costs to ensure that completed works are properly recorded for your portfolio: <i>Photographer to take pictures of 12 completed needle feltings for portfolio—donated. Cost of printing photos</i>	<i>\$ 60.00</i>	<i>\$ 25.00</i>
Travel costs within the NWT related to project activities: <i>Travel by vehicle from Fort Simpson to Hay River to record sound track</i>		<i>\$250.00</i>
Shipping / freight costs to transport equipment or art-work: <i>Air freight film from Aklavik to Inuvik for opening show</i>		<i>\$ 75.00</i>
Framing costs for exhibits: <i>Frame 8 canvasses</i>		<i>\$800.00</i>
Administration Costs (Must not exceed 10% of the total requested) <i>Long distance phone charges Paper &amp; ink for posters</i>	<i>\$ 18.00</i>	<i>\$ 55.00</i>
Living Allowance (See Section I-employment information) Itemize only your share of expenses only. <i>Rent—1 month Electricity—1 month Food—1 month</i>	<i>\$750.00</i>	<i>\$120.00 \$250.00</i>
<b>Total Budget</b>	<b><i>\$968.00</i></b>	<b><i>\$1985.00</i></b>

**Section I: Employment Information. (Complete only if applying for living allowance)**

What will be your employment status during the term of your project?

Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Self-employed \_\_\_\_\_ Unemployed \_\_\_\_\_

If employed, name of employer during project term: \_\_\_\_\_

If employed, how many hours per week will you work: \_\_\_\_\_

If unemployed, will you receive any other income? Yes \_\_\_ No \_\_\_ If yes, amount per month \$ \_\_\_\_\_

**Section J: Support Materials Summary**

You must provide the following support materials with your application or you may not be considered for funding:

Resume: Artistic resume (for individuals) \_\_\_\_\_ **OR** Group background information \_\_\_\_\_

You must submit examples of your work. These may be paper copy, CD's or photographs of your work. Photos should be copies or e-mailed images. Do not fax photos as they will not be legible. **DO NOT SEND ORIGINAL MATERIALS. The NWT Arts Council cannot assume any responsibility for damages or loss.**

<u>Description:</u> (eg: Photos x 5, CD's x 3)	<u>Amount</u>
1. _____	_____
2. _____	_____
3. _____	_____

**Section K: Applicant Statement**

The NWT Arts Council makes recommendations for financial support to the GNWT Minister of Education, Culture and Employment, as well as recommendations on issues and policies associated with artists and the arts.

I agree to acknowledge the financial assistance received from NWT Arts Council in all public presentations of the this project.

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and belief, and that I do not have any outstanding commitments from previous projects financed by the NWT Arts Council or the Government of the Northwest Territories.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date