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# Elizabeth L. Gordon Art Program

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## APPLICATION

**PROGRAM DEADLINE: JUNE 15, 2018**

If you have any questions, please see the  
*Elizabeth L. Gordon Art Program Guidelines* to find out whom to contact.

Before completing this application, please read carefully the *Program Guidelines*.

Fill out the forms included in this application, prepare the supporting documents described in detail in the application, and send the application package as outlined in the checklist to:

Elizabeth L. Gordon Art Program  
Ontario Arts Foundation  
121 Bloor Street East, Seventh Floor  
Toronto ON M4W 3M5

aboyd@arts.on.ca

This application contains the following documents:

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APPLICATION FORM Please fill out and sign.	pages 1 to 3
APPLICATION CHECKLIST Please fill out and send the application package in the order on the checklist.	page 4
PROFILE OF INSTITUTION	page 5
JUSTIFICATION FOR THE ACQUISITION OR DEVELOPMENT GRANT	page 5
ACQUISITION POLICY AND COMMITTEE MEMBERS	page 5
SUPPORT MATERIAL For Acquisition Grant only.	page 6
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CE DOCUMENT EXISTE ÉGALEMENT EN FRANÇAIS.

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Please print clearly.

You may either print the Application form and complete it by hand, or complete it on-screen. To complete on screen, simply move your cursor to entry spots or tab from one entry spot to the next.

## APPLICANT INFORMATION

NAME OF INSTITUTION			
(if the application is successful, a cheque will be made out to the above name)			
FULL ADDRESS			
Number and street name		R.R. # / Postal station	Suite / Apt. / Floor
City / Municipality / Reserve		Province	Postal code
10-digit phone number - -	10-digit fax number - -	Email address	Website
APPLICANT MAILING ADDRESS IF DIFFERENT FROM THE ADDRESS ABOVE			
Number and street name		R.R. # / Postal station	Suite / Apt. / Floor
City / Municipality / Reserve		Province	Postal code
APPLICANT INFORMATION			
Your name		Your position in the organization	
Preferred language for communication for contact person	Written	ENGLISH <input type="checkbox"/>	FRENCH <input type="checkbox"/>
	Verbal	<input type="checkbox"/>	<input type="checkbox"/>
		Salutation for correspondence <input type="checkbox"/> Mr. <input type="checkbox"/> Ms <input type="checkbox"/> None <input type="checkbox"/> Other <i>specify</i>	
<b>To be eligible to apply for funding, an organization must be a not-for-profit organization based in Ontario and a registered charity under the Income Tax Act.</b>			
Registered charity number			
Total operating revenue from your most recent audited financial statements \$			

# GRANT REQUEST

Please select the granting stream to which you are applying:(complete one only)

**Acquisition Grant**

*This section must be completed separately for each work of art. You can make photocopies of this page as required.*

Total amount you are requesting \$ (up to \$10,000)	Total private funds raised \$	Total cost of the acquisition** \$  **not including all taxes, shipping, freighting, installation costs
Artist's name:		
Title:		
Date of execution:	Medium:	
Dimensions:	To be Purchased From:	

*More detailed financial information to be completed in the Acquisition Budget (attached).*

**Development Grant**

Total amount you are requesting \$ (up to \$7,500)	Total cost of the project \$
Project Description (100 words or less)	
Date(s) or time period of project	
Name of community(ies) in which project will take place	Type of facility in which project will take place

*More detailed financial information to be completed in the Development Project Budget (attached).*

## TERMS AND CONDITIONS

**Please read carefully the following terms and conditions before signing this document.**

### Terms and Conditions for the Application

**Indemnification:** The applicant agrees that the Ontario Arts Foundation is not responsible for loss or damage, however caused, to applications and to support materials.

**Consent to Release:** The applicant consents to the release of the information in this application and in any reports submitted under these terms to other granting agencies to which the applicant has also applied and to Ontario Arts Foundation and Ontario Arts Council assessors.

### Terms and Conditions for the Receipt of Funds

**Please note:** If you are successful in receiving funds, the following terms and conditions apply. Your certification on

this document indicates that you agree to the terms and conditions as outlined below.

**Purpose and Use of the Matching Funds**

You shall use the funds for the purposes outlined in your application.

If you receive funds you agree to the following: that the funds will be used only for the purposes described in this application; if the project or acquisition is delayed or changed substantially for any reason you will report in writing to the Ontario Arts Foundation before the changes take place. If the project or acquisition does not go forward, you will return to the Ontario Arts Foundation the funds granted, if any, for the proposed project or acquisition.

**Audit Requirements**

As a recipient of funds, you are required to maintain adequate accounting records as to the receipt and disbursement of funds received from the Ontario Arts Foundation. You should also be aware that you might be liable to audit by the Provincial Auditor’s Office to show that the money has been used properly.

**Reporting Requirements**

Successful applicants are required to submit a final report to the Ontario Arts Foundation. Guidelines telling you how to prepare this report are provided at the end of this document.

**Acknowledgment**

You are required to acknowledge the support of the Gordon Foundation and the Ontario Arts Foundation for your project or acquisition either by the use of their logos, or as a written acknowledgement.



**CERTIFICATION**

**I agree to the following:**

I have read and agree with all the terms and conditions above, as well as the program requirements explained in the program guidelines, and application.

The information given in this application for funding assistance is true, correct and complete in every respect.

I accept the conditions of the program and agree to accept the decision of the review committee.

I will act as the only representative of the organization, and I will keep its directors informed of the outcome of this application.

<b>ORGANIZATION APPLICANT</b>	<b>FIRST NAME</b>	<b>LAST NAME</b>
Person filling out form		
Title		
Signature		

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## APPLICATION CHECKLIST

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Please use the checklist below to make sure your application is complete. When you have checked off everything, submit the completed application documents organized in the same order as the checklist.

The items listed below must be included in your application.

For the sections Application Form, Application Checklist, Financial Information please use the forms supplied by the Ontario Arts Foundation.

Please read the *Program Guidelines* before completing this form.

**Please remember to save a copy of the entire application package for your files.**

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### REQUIRED

You are required to submit **six (6) copies** of the following application material:

- 1. **Application Form**, completed
- 2. **Application Checklist**, completed
- 3. **Profile of Institution**, (maximum 500 words)
- 4. **Justification for Acquisition Grant or Development Grant** (maximum 1,000 words)
- 5. **Acquisition Policy and Committee Members**
- 6. **Acquisition or Development Project Budget**, completed
- 7. **Support Material** (for Acquisition Grant)
- 8. **Financial Statements**, from most recent completed year end

## PROFILE OF INSTITUTION

Briefly describe your institution using a maximum of **500 words**.

Please provide the following information:

- Current mandate and vision (and activities which embody the mandate and vision)
- Main goals / artistic objectives
- Brief history (include date established, and principal events or main accomplishments), including the date when the permanent collection was established
- Structure (provide type of incorporation; names and titles of key personnel, number of employees, and your relationship to any other organizations with which you have a corporate affiliation)
- Geographic location and community served
- Role of your institution within the arts community

## JUSTIFICATION FOR PROPOSED ACQUISITION OR DEVELOPMENT GRANT

We encourage you to be as precise and focused as possible to limit your response to a maximum of **1,000 words** in total.

### Acquisition Grant

Provide clear justification for the reasons the work(s) was (were) selected for acquisition by your institution and relate your response directly to the following assessment criteria.

- The work's relevance to the institution's mandate and permanent collection
- The institution's commitment to collecting and exhibiting Canadian art
- How the organization provides Canadian artists with the opportunity to present work and undertake professional development
- How will the work(s) will be promoted, exhibited, and used in the gallery's commitment to engagement with local and web-based communities
- How will the community have access to the newly acquired work(s)

### Development Grant

Provide a clear justification of how your proposed development project will help build a stronger relationship with your donors, volunteers, or the general public and relate your responses directly to the following assessment criteria.

- The project's relevance to the institution's mandate and vision
- The institution's commitment to engagement with local and web-based communities via art education and other outreach partnerships
- A demonstration of sustained support via partnerships, volunteers, sponsorships and regular sources of funding.
- The relationship of the development project's connection to the community and audience

## ACQUISITION POLICY AND COMMITTEE MEMBERS

Please provide the following information:

- the public art gallery or museum's last updated and approved Acquisition Policy; and
- a list of the current Acquisition Committee members, and description of their experience.

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## SUPPORT MATERIAL (FOR ACQUISITION GRANT)

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Please ensure all of the following support material is submitted with the application.

Do not send original materials or documents. The Ontario Arts Foundation is not responsible for the loss or damage of support material. All support material will be retained in your file as grant documentation.

- Artist's curriculum vitae (if artist is living).
- Listing of your organization's acquisitions for the past two years (including current year). Note: for each acquisition, indicate the work's cost or estimated current market value, and whether it was purchased or donated.
- Photograph(s) or digital image(s) of each work. (*Mandatory*)

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## FINAL REPORT

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### DEVELOPMENT GRANT REPORT

Successful applicants are required to submit a final report to the Ontario Arts Foundation by the end of the organization's fiscal year in which the grant is made.

Please provide:

- The Development Project Budget submitted with your original application. You will be required to fill in the right-hand column with the actual revenues and expenses of your project and submit it as part of your final report.
- A brief description of how the project has helped the gallery or museum increase the public's knowledge of collecting or of a gallery or museum's permanent collection, and helped to provide a broader appreciation of Canadian visual arts and artists. **Maximum 500 words**

# FINAL REPORT

## ACQUISITION GRANT REPORT

To receive payment of an approved Acquisition Grant, all successful applicants are required to submit the following Acquisition Report for each work purchased. For this grant, the Acquisition Report constitutes the final report.

Successful applicants will have **12 months** from the notification of a successful application to finish fundraising, and make the acquisition. In the event an acquisition grant was approved but the acquisition was not made in the 12 month period, the grant will not be made. Successful applicants are free to re-apply in a subsequent year for an Acquisition Grant again, but are not guaranteed their application will be approved.

<b>1. Work</b>
Artist's name:
Title of work:

<b>2. Attached proof of purchase</b>
Acquisition date:
Purchase price (including taxes) :
Acquisition Grant Total:
Attach <u>both</u> proofs of payment
<input type="checkbox"/> Sales Receipt <input type="checkbox"/> Cancelled cheque (both sides)

<b>3. Attached proof of appraisal</b>
<input type="checkbox"/> Proof of Appraisal <i>Include a one page appraisal by either a professional appraiser, or the commercial gallery or artist from whom the acquisition has been made, certifying the fair market value of the work of art at the time of the acquisition.</i>

<b>3. Acknowledgement</b>
The _____ (name of institution) will include the following acknowledgement in all exhibition labels and other applicable documentation: <i>"Purchased with the support of the Elizabeth L. Gordon Art Program, a program of the Gordon Foundation and administrated by the Ontario Arts Foundation ."</i>

\_\_\_\_\_ Date

\_\_\_\_\_ Director's original signature