



## ARTISTS IN COMMUNITIES AND SCHOOLS – *Arts After Hours*

### PROGRAM INFORMATION

**Application Closing Date: May 1**

#### Confidentiality of Information

*The personal and confidential information that an applicant provides in an application is collected, used and disclosed in accordance with the provisions of the Freedom of Information and Protection of Privacy Act and the Personal Information Protection and Electronic Documents Act. This information is required to process the application. The applicant's personal and confidential information will only be disclosed as necessary to employees of the Saskatchewan Arts Board, SaskCulture Inc., the Ministry of Education and the adjudicators. The Saskatchewan Arts Board will respond to any inquiries regarding the privacy policies and procedures, including requests to access the applicant's personal information.*

***If awarded a grant, the recipient's name, community, project description and grant amount will be made known publicly. The Saskatchewan Arts Board is required to report to the public on the funds it disburses through its programs.***

#### Purpose

- Purpose:
  - To provide opportunities for youth to engage with the arts and artists outside of school hours.
  - To support organizations and schools committed to providing safe places for young people to learn through arts inquiry outside of school hours.
  - To support the belief that meaningful learning experiences outside of school positively affect young people's attitudes toward learning in school.
- *Arts After Hours* projects adhere to a model of collaborative inquiry. Participants have the opportunity to engage in arts-related activities through collaboration with professional artists<sup>1</sup> and to experience the arts in the same exploratory way that professional artists work in their own practice.
- The Arts Board is committed to the principle of respect for Aboriginal traditions and protocols governing the use of traditional names, stories, songs and other art forms. It is expected that communities and schools will follow appropriate protocol when undertaking residencies that explore Aboriginal art forms, skills, knowledge, teachings and/or world view. Elders or Traditional Knowledge Keepers should be involved through these residencies.

#### Funding

**The maximum grant available is \$10,000.**

- The Lead Partner (the applicant) and the Community Partner(s) are expected to collectively provide a minimum of 25 percent of the total project budget (either in-kind or cash).  
If this is a challenge, contact an Arts Board Program Consultant to discuss options.
- *Arts After Hours* funds cannot be used for purchasing equipment for the school or community organization (e.g., kilns, computers or band instruments).
- The process for adjudicating applications is competitive and funds are limited. An application may not be funded or may not be funded for the full amount requested.

#### Grant Recipients:

- **If the application is successful, a cheque for the approved grant amount will be released to the organization listed in the "Name for Cheque Issue" box on the Application Form no sooner than 30 days before the beginning of the project term.**

<sup>1</sup> Professional artists have completed basic training in their discipline (through formal training or mentorship, as appropriate), have a body of work that has received critical recognition and are recognized as professionals by their peers.

## Funding *(continued)*

### Grant Recipients: *(continued)*

- **A grant recipient must meet all conditions for the release of the funds and claim their funds within 12 months after the date of the letter notifying them of the results of their application.** If the conditions are not met and the grant funds are not claimed within this 12-month period, the Arts Board reserves the right to rescind the grant.
- **A grant recipient must begin the project no later than 12 months from the start date initially approved.** If the recipient does not begin the program within this 12-month period, the Arts Board reserves the right to rescind the grant.
- **Recipients of funding to support *Arts After Hours* projects are required to submit a final report, including a financial report, no later than 60 days after the project end date.**
- **Recipients of *Arts After Hours* funding are required to acknowledge the support of the Saskatchewan Arts Board, SaskCulture Inc., the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation and the Government of Saskatchewan through the Ministry of Education,** particularly on all print material and at openings, receptions, performances, events or other public functions. The Saskatchewan Arts Board will provide grant recipients with an acknowledgement statement and access to the logos through the Arts Board's website.
- The Saskatchewan Arts Board may contact a recipient at any time regarding any conditions affiliated with the grant received as a result of the application.

## Eligibility

### Who can apply?

*Arts After Hours* accepts applications that make use of a partnership model that includes:

- Lead Partner (*the applicant*): Community organization or school.
- Artist Partner: A professional artist(s).
  - *A specific artist must be selected before the application is submitted.*
  - *For more information or advice about identifying an appropriate artist for the project, contact one of the Program Consultants.*
- Community Partner(s): Other partners with an area of expertise related to the project or the ability to contribute financially to the project (e.g., a business, cultural association, arts organization, etc.).

### Who can't apply?

- Organizations that receive annual or multi-year funding from the Saskatchewan Arts Board and
- Organizations that receive annual global funding from SaskCulture Inc. and the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation.
- Applicants who have outstanding reports for any previous grant received from the Saskatchewan Arts Board.

### What can't be funded?

- Projects that do not compensate artists for their work.
- Programs that are part of the applicant's ongoing activities (e.g., band or choral programs).
- Education programs that are part of an organization's ongoing business (e.g., education programs in day care centres).
- Activity undertaken before the application closing date.
- Applications:
  - That do not include all the required information and support material, including balanced budgets.
  - Delivered, postmarked or sent by courier after the specified application closing date.
  - That are illegible, incomplete or unsigned.
  - Submitted by e-mail or fax.

## Roles and Responsibilities

### Lead Partner

- Prepares and submits the application.
- Coordinates the project (*designates a coordinator*).
- Establishes a planning committee that meets regularly.
- Receives, manages and administers the grant funds.
- Negotiates a contract with the artist and pays artist fees according to the agreed-upon terms.
- Fulfills all reporting requirements.
- Communicates regularly with the Saskatchewan Arts Board.

### Artist Partner(s)

- Supports those involved in the project in their development of knowledge and skills in the arts.
- Serves as a collaborator and mentor for the project.
- Engages the community in the arts.

### Community Partner(s)

Participation and support by community partners can contribute to the success of an *Arts After Hours* project and can strengthen your application. Community partners:

- Raise awareness within the community about the project and the arts.
  - Contribute to the project according to their expertise and resources.
  - Provide access to the community and community resources.
- *For projects that explore Aboriginal art forms, skills, knowledge, teachings and/or world view, partners such as Elders or Traditional Knowledge Keepers can guide appropriate exploration of Aboriginal content.*

## Artist Contract

The Arts Professions Act, now in effect in Saskatchewan, requires that written contracts be used in all transactions between professional artists and those who hire them, engage their services or use their creative work. These written contracts help solidify the relationship between the artist and those who contract their services by providing a clear understanding of the transaction. This provides an extra measure of protection to both parties and assists projects to move forward in a forthright manner. The Act also recognizes the artist as a professional and emphasizes the importance of fair compensation.

For further information about The Arts Professions Act, visit the Government of Saskatchewan website at [www.pcs.gov.sk.ca/arts-professions-act](http://www.pcs.gov.sk.ca/arts-professions-act).<sup>2</sup>

## Project Tools

The following resources are available on the Saskatchewan Arts Board's website:

- **Arts After Hours FAQs** that provides more information about inquiry learning and includes tips for planning an After Hours project.
- An **Artists in Schools Project Documentation Guide** that provides suggestions for documenting the project as it progresses.

Contact an Arts Board Program Consultant for more information.

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<sup>2</sup> Information about artists' contracts also is available on the CARFAC Saskatchewan website at [www.carfac.sk.ca](http://www.carfac.sk.ca).

## Adjudication

**Applicants are to consider the Adjudication Criteria when developing the content of their application.**

*For more information about the Saskatchewan Arts Board's adjudication process and how funds are allocated, visit our website at [www.artsboard.sk.ca/adjudication](http://www.artsboard.sk.ca/adjudication).*

**The Saskatchewan Arts Board will rely on third-party review and assessment of this application as part of its due diligence.** An independent panel of jurors will assess applications through a competitive process based on the following:

### Adjudication Criteria

#### 1. Artistic Merit

- The artist's resume, past work and the merit of their work as defined by practice in the art form and practice among their peers.
- The project reflects the partner's desire to develop and present a high-quality and innovative artistic program.

#### 2. Planning of the project and impact on the participants

- The application and proposed project provide evidence of clear communication and collaborative project development and planning.
- The project reflects an appreciation for high-quality arts programming that engages participants in a meaningful way.

#### 3. Depth, clarity and significance of the research and inquiry questions

- The questions are thought-provoking and have the potential to focus the project.



**ARTISTS IN COMMUNITIES AND SCHOOLS – Arts After Hours**  
**APPLICATION INFORMATION**  
*Application Closing Date: May 1*

**IMPORTANT:**

- **DO NOT staple, hole punch or clip applications or support materials or place any items in page protectors, folders or binders.**  
*All applications and support material are scanned and provided to the jury electronically.*
- All applications are retained by the Saskatchewan Arts Board.  
 One copy of support material submitted by successful applicants is retained by the Saskatchewan Arts Board.  
 All other support material will be returned only if requested by an applicant within 30 days of the date of the letter notifying them of the grant decision. The Arts Board will dispose of any remaining support material after that date.  
*The Arts Board makes every effort to handle support material safely however, it is not responsible for the loss of any material.*
- Keep a copy of your application for your records.

**ALL INFORMATION ABOUT THE PROJECT SHOULD BE INCLUDED IN THE APPLICATION FORM.**  
*Use the spaces provided in the form – DO NOT attach additional pages unless specifically requested (e.g., support material).*

The Saskatchewan Arts Board may:

- Contact the applicant and its designated contact at any time regarding any matter related to this application and/or to request additional information beyond that included in the application.
- At its discretion, confer with or share information with representatives of other public funders that provide financial support to the applicant organization on any matter of mutual interest regarding the organization and this application.

<b>The following information will assist in completing the Application Form and Budget.</b>
▶ <b>APPLICATION FORM</b> (page 9)
<ul style="list-style-type: none"> <li>• Complete <u>all</u> parts of the application form – <i>please include the applicant’s name at the top of each page.</i></li> <li>• The Declaration (page 9) must be signed by the contact person and an official of the Lead Partner.</li> </ul>
▶ <b>RESEARCH QUESTION</b> (page 10)
<p><i>For more information about developing a research question, contact an Arts Board Program Consultant.</i></p> <p>The research question expresses what the applicant would like to learn by undertaking this project. What is learned can be invaluable to future planning of arts activities for young people. In this way, the project is a “research” project.</p>

### Research Question *(continued)*

Examples of research questions:

- Can a collaborative arts project engage the interest of young people in our community?
- How can a professional artist act as a mentor to young people in our community?
- Can a collaborative arts project develop pride in the community?
- What are the needs for meaningful arts activity out of school hours for young people in our community?
- How can the arts offer engaging and positive lifestyle choices for young people in our community?

### ► INQUIRY QUESTION *(page 10)*

*For more information about developing an inquiry question, contact an Arts Board Program Consultant.*

The inquiry question expresses what participants will think about and investigate. It encourages meaningful engagement by participants and guides the project from its onset, but may be changed and refined as the project evolves. Participants direct their own involvement and processes.

Examples of Inquiry Questions:

- What does identity mean and how can people express their own unique identity through dance?
- Why does nature inspire so many lyrical poets?
- How can music express the essence of our contemporary community?
- How can drawing effectively tell a story in a graphic novel format?
- How can we express our own ideas through a collective drama creation?

### ► BUDGET

Complete and enclose the Budget form *(page 20)*

*The Budget form also is available as an Excel document on the Arts Board's website.*

- Applicants will **complete and submit only** *Column 1: Proposed Budget* and *Column 3: Revenue Notes and Expense Notes* **with the application.**
- Grant recipients will **complete and submit** *Column 2: Final Actuals* and revised *Column 3: Revenue Notes and Expense Notes* **at the end of the project** as part of their final report. The Revenue and Expense Notes will include an explanation of any variances in final actuals from the proposed budget.
- List revenue and expenses *(cash and in-kind)* – only include items that are directly related to the proposed project and its term.
  - Additional items and/or lines may be added to the Budget template as required.
- **The budget must balance** *(the total revenue amount must be the same as the total expenses amount).*

#### Revenue:

- In *Column 3: Revenue Notes*, indicate revenue as confirmed or unconfirmed.
  - If a contribution is unconfirmed, indicate alternate plans for acquiring these funds if they are not available from the source(s) listed in the budget.
- Cash or in-kind contributions can come from partners or businesses in the community, fundraising or other grant sources, however this is not a requirement for receiving a grant.
- Funding from other sources may not be assigned to the same expenses as those covered by the Artists in Communities grant.
- Contributions from other sources can be in-kind rather than cash. Include in-kind contributions in both revenue and expenses and identify them with an asterisk (\*).

*For example, if an advertisement is placed in the local newspaper and the cost of \$50 is waived, this is an in-kind donation. In this example, include the \$50 in revenue as an in-kind contribution and in expenses as a \$50 advertising cost.*

## Budget (continued)

### Expenses:

- In *Column 3: Expense Notes*, indicate which expenses will be covered by the Artists in Communities grant.  
*Funding from other sources may not be assigned to the same expenses as those covered by the Artists in Communities grant.*
- The Lead Partner organization may be required to deduct and/or remit employer and employee contributions which can include but may not be limited to Canada Pension Plan, Employment Insurance and Workers' Compensation. If the Lead Partner needs to deduct and/or remit any of these items, they should be included in the budget. For more information, see the Canada Revenue Agency's guide, "Employee or Self-Employed" at <http://www.cra-arc.gc.ca/E/pub/tg/rc4110/rc4110-14e.pdf>.

## ► SUPPORT MATERIAL

***Material submitted in excess of the maximums indicated will not be forward to the jurors or considered during the adjudication process.***

List the support material items included with the application on page 19.

### Support Material Technical Requirements

- Audio (maximum 5-7 minutes) – mp3, wav, wma
- Moving images (maximum 5 minutes running time not to exceed a total file size of 1 GB) – Avi, Mov, Mpg, mp4
- Still images (maximum 20) – JPEG files in PC file format only, 72 dpi resolution, maximum file size: 1 MB
- Print (maximum 10 pages manuscript)– single sided, double spaced, page numbered, portrait format on 8½ x 11 paper or on a USB drive or CD in Word or PDF format (Windows)
- Submit:
  - Only 1 copy of USB drives, CDs and support material that can be scanned
  - 4 copies of items that cannot be scanned (*DVDs, brochures, etc.*)
- Label USB drives, CDs, DVDs and any material that cannot be scanned with the program name, applicant name and application closing date
- Ensure the USB drive, CD and DVDs are readable
- DO NOT submit original works of art or paper documents that are double-sided (*only one side of each page will be scanned and provided to the jury*).



**ARTISTS IN COMMUNITIES AND SCHOOLS – Arts After Hours  
APPLICATION FORM**

Application Closing Date: May 1

FOR OFFICE USE:

ID #

Date Received:

► Complete this form in black ink or type ◀

**APPLICANT INFORMATION**

Applicant Legal Name (Lead Partner)

Name for Cheque Issue

(if different from legal name above)

Applicant Mailing Address

Town/City

Prov.

P.C.

Phone

Email

Website

Contact Name

Position of Contact Person

(in Lead Partner Organization)

Phone

Email

The Arts Board frequently communicates information about the agency's programs and activities. In compliance with Canada's Anti-spam Legislation, in effect July 1, 2014, the Arts Board would like you to confirm that you are interested in receiving this information. Please check beside the statement below to authorize the Arts Board to include you in its communications. If the statement is not checked, your contact information will not be included.

- I authorize the Arts Board to include my name, email address and mailing address so I can receive information distributed by the agency.

The Arts Board frequently is approached by members of the media or elected officials for contact information on successful applications. If you agree to this, please check beside the options below. If the options are not checked, your contact information will not be released.

- I authorize the Arts Board to release the applicant's name, phone number and/or email address to members of the media in response to inquiries about the project.
- I authorize the Arts Board to release the applicant's name and mailing address to elected officials (Saskatchewan MLAs and MPs) if this information is requested for the specific purpose of writing the applicant a congratulatory letter.

**DECLARATION**

I, the undersigned:

- Certify I have read and understand the eligibility criteria for this program, and the applicant is in compliance with the program's eligibility requirements.
- Agree that if this application is successful and the approved grant amount is less than 60% of the requested grant amount, the applicant shall provide the Saskatchewan Arts Board with a revised budget (and a revised project plan, if required). I understand that a cheque for the approved grant amount will not be released until the applicant has met all conditions for the release of the grant and no sooner than 30 days before the beginning of the project term.
- Agree that if this application is successful, the applicant will spend the approved grant funds only for the approved purposes.
- Agree the applicant will request approval from the Saskatchewan Arts Board for any major changes to the approved project that become necessary including modifications to project dates and/or significant budget revisions.
- Agree the applicant shall acknowledge the financial contribution of the program's funding partners.
- Agree that the applicant shall provide the Saskatchewan Arts Board with a final report, including a financial report, at the end of the project using the supplied forms.
- Accept the conditions of this program and agree to direct all questions concerning the assessment and/or results of this application to the Saskatchewan Arts Board.
- Declare that the statements and information contained on this form and in this application are accurate and complete.

\_\_\_\_\_  
Signature of Lead Partner Official

\_\_\_\_\_  
Official's Name (print clearly or type)

\_\_\_\_\_  
Position of Official in Lead Partner Organization

\_\_\_\_\_  
Contact Signature

\_\_\_\_\_  
Date

**ARTISTS IN COMMUNITIES AND SCHOOLS – Arts After Hours APPLICATION FORM**

Applicant Legal Name

For Office Use: ID #

**PROJECT INFORMATION**

<b>ART FORM</b> <i>(check one)</i>	<b>FUNDING REQUEST</b>
<input type="checkbox"/> Dance <input type="checkbox"/> Literary <input type="checkbox"/> Multidisciplinary <input type="checkbox"/> Media <input type="checkbox"/> Music <input type="checkbox"/> Theatre <input type="checkbox"/> Visual	\$ <i>(maximum \$10,000)</i>
<b>PROJECT DATES</b>	<b>PROJECT LOCATION</b>
From To <i>(day/month/year)</i>	

**PROJECT STATEMENT**

Complete the following sentence in **25 words or less**.  
*Use the space provided below – DO NOT write the statement on a separate page.*

**This project is to**

**RESEARCH QUESTION** *(refer to Application Requirements, pages 6-7)*

List the research question that will be explored if the application is successful.  
*Use the space provided below – DO NOT write the question on a separate page.*

**INQUIRY QUESTION** *(refer to Application Requirements, page 7)*

List the inquiry question that will be explored if the application is successful.  
*Use the space provided below – DO NOT write the question on a separate page.*

Applicant Legal Name

**PARTNER INFORMATION**

**Lead Partner**

Describe the Lead Partner organization and its history, mandate and structure. Include a statement of the organization’s commitment to support the partnership including supplies, facilities, human and financial resources, volunteer and in-kind contributions.

*Use the space provided below. DO NOT write the information on a separate page.*

Applicant Legal Name

**Artist Partner(s)**

- List the name of each artist participating in the project.  
*Use the space provided below. DO NOT write the information on a separate page.*
- Enclose** the following information/material:
  1. **Artist’s resume** (maximum 3 pages – include website URLs if available)
  2. **Samples of the Artist’s work**  
Samples of the artist’s work, as applicable to the art form, will be from work within the last three years and will be submitted as described in the Support Material Technical Requirements (page 7).

**Community Partners**

- List the name of each confirmed partner and provide information about each one.
- Describe how each will support and contribute to the project.  
*Use the space provided below. DO NOT write the information on a separate page.*
- Enclose** a letter from each of the community partners that confirms their support of and contribution to the project.

**Applicant Legal Name**

**Potential Partners**

List the partners you would like to include in the project if the application is successful, in order to represent the community's scope and diversity.

*Use the space provided below. DO NOT write the information on a separate page.*

**Other – Elders/Traditional Knowledge Keepers**

*For projects that explore Aboriginal art forms, skills, knowledge, teachings and/or world view:*

- List the Elders and/or Traditional Knowledge Keepers who will be involved, and describe who they are and their roles in the project.

*Use the space provided below. DO NOT write the information on a separate page.*

**COMMUNITY PROFILE**

Describe the community where the *Arts After Hours* project will be presented.

*Community can mean the local community or can refer to the wider geographic community in which the Lead Partner is based.*

*Use the space provided below. DO NOT write the information on a separate page.*

Applicant Legal Name

**PARTICIPANT PROFILE**

- Describe the participants and their experience with arts programming. Explain how they currently engage the arts and describe any identified gaps. Describe any previous experiences with professional artists in an ArtsSmarts After Hours project or in the classroom.
- If the Lead Partner has been involved in an ArtsSmarts Saskatchewan or Creative Partnerships project in the past, describe the experience and its impact and results.

*Use the space provided below. DO NOT write the information on a separate page.*

Applicant Legal Name

**PROJECT DESCRIPTION**

*Refer to the Adjudication Criteria (page 5) and consult with the identified partners when completing the Project Description.*

**Project Goals and Activities**

- Describe what you intend to achieve through the project, the need the project will address and how the need was identified.
- Describe the professional activity that is planned and the artist(s) that will be involved.
- If the project includes an exploration of Aboriginal art forms, skills, knowledge, teachings and/or world view, describe how Traditional Knowledge Keepers/Elders will be involved.
- Describe the project in a way that will allow the panel adjudicating the applications to envision the project and how it will unfold.

*Use the space provided below. DO NOT write the information on a separate page.*

Applicant Legal Name

**Project Schedule**

- Describe the timeline for the project and its activities. (It is understood that this will develop further as the project progresses.)
  - Include a description of any programming ideas that may be explored.
- Use the space provided below. DO NOT write the information on a separate page.*

**Project Impact**

- Describe the anticipated impacts of the project during its specified term (e.g., effect on participant learning, the community, partners, etc.)
  - Describe the anticipated long-term impact of the project and opportunities that may be sustained beyond the duration of the project.
- Use the space provided below. DO NOT write the information on a separate page.*



Applicant Legal Name

**Project Documentation and Evaluation Plan**

- Explain how the project will be documented (process and product), who will be responsible, what tools will be used and how the reflections of the participants and partners will be captured.
  - Describe how the research and inquiry questions will be reflected on and answered.
- Use the space provided below. DO NOT write the information on a separate page.*

- Indicate if your documentation and evaluation plan includes the following activities and which partner will be responsible for the activity:
  - Photography of events/activities.      Yes       No   
 If Yes, partner responsible:
  - Photo diary of artist’s works/performances.      Yes       No   
 If Yes, partner responsible:
  - Survey of participants and/or statistical form for activities.      Yes       No   
 If Yes, partner responsible:
  - Qualitative feedback from park visitors – interviews/conversations.      Yes       No   
 If Yes, partner responsible:
  - Follow-up meetings with the artist(s) and planning committee after activities.      Yes       No   
 If Yes, partner responsible:
  - Creation of:
    - Blog      Yes       No       Responsible:
    - Website      Yes       No       Responsible:
    - Social Media Posts      Yes       No       Responsible:
  - Other :    Yes       No       If Yes, describe:

## Project Communications Plan

Describe the plans for:

- Communicating with participants, partners, community and other stakeholders so they support and/or are involved in the project, and so that it is possible to get input and to inform people about what is being done and learned.
- Recognizing the *Arts After Hours* program funders (refer to page 3 – Funding).

Use the space provided below. DO NOT write the information on a separate page.

- Indicate if your communications plan includes the following activities and which partner will be responsible for the activity:

- Appropriate logos added to all advertising, invitations, brochures, posters, etc.

Partner responsible:

- Funders acknowledged whenever possible. Partner Responsible:

- Local:

— Print Media Yes  No  If Yes, Partner Responsible:

— Television Yes  No  If Yes, Partner Responsible:

— Radio Yes  No  If Yes, Partner Responsible:

— Newsletters Yes  No  If Yes, Partner Responsible:

- Social Media Yes  No  If Yes, Partner Responsible:

- Website Yes  No  If Yes, Partner Responsible:

- Events Advertising Yes  No  If Yes, Partner Responsible:

- Word of mouth Yes  No

- Will any communications material be produced in any other languages? Yes  No

If Yes, describe:

Applicant Legal Name

**BUDGET**

**Complete and enclose the Budget template.**

*Read the Budget instructions on pages 7-8 before beginning the template.*

*The template is available on page 20 and as an Excel document on the Arts Board's website.*

**SUPPORT MATERIAL LIST**

List the support material items included in the application.

*Use the space provided below. DO NOT write the information on a separate page.*

*Refer to the Support Material instructions and technical requirements on page 8. If support material cannot be scanned, indicate the number of copies submitted for each item.*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Applicant Legal Name

**BUDGET**

**IMPORTANT** – Read the Budget instructions (pages 7-8) before beginning this form.

Revenue:	Column 1 Proposed Budget	Column 2 Final Actuals	Column 3 Revenue Notes
			<ul style="list-style-type: none"> <li>▪ Indicate revenue as confirmed or unconfirmed</li> <li>▪ Indicate in-kind revenue with an asterisk (*)</li> </ul>
Arts After Hours Grant			
Cash Donations/Fundraising <i>(list)</i>			
Other Cash Contributions <i>(list)</i>			
In-kind Contributions <i>(list)</i>			
<b>Total Revenue</b>			
Expenses:	Column 1 Proposed Budget	Column 2 Final Actuals	Column 3 Expense Notes
			<ul style="list-style-type: none"> <li>▪ Indicate which expenses will be offset by the Arts After Hours grant</li> <li>▪ Indicate in-kind expenses with an asterisk (*)</li> </ul>
Artist’s Salary			
Employer Contribution <i>(e.g., CPP, EI, etc.)</i>			
Travel			
Program Support, Materials <i>(list)</i>			
Communications			
Other <i>(list)</i>			
<b>Total Expenses</b>			