

EDMONTON

2007



Canadian Heritage / Patrimoine canadien



CULTURAL CAPITALE
CAPITAL CULTURELLE
of CANADA du CANADA

**Edmonton Cultural Capital Program
Community Arts Grant: Cultural Collaborations - *Voices Less Heard*
Registration Form**

Name of Community Organization: _____

Name and position of contact person: _____

Mailing address: _____

_____ Postal Code: _____

Telephone: _____ Fax: _____

Email: _____ Website _____

Name of Resource Person: _____

Mailing address: _____

_____ Postal Code: _____

Telephone: _____ Email: _____

Amount Requested: \$ _____

This project will begin on (d/m/y) _____

And finish on (d/m/y) _____

Project Title and Summary Description (maximum 25 words):

Declaration:

In making this application, we the undersigned, hereby declare to the City of Edmonton through the Edmonton 2007 Cultural Capital Program that to the best of our knowledge and belief the information provided is truthful and accurate; the application is made on behalf of the individuals/organization named on this page with their full knowledge and consent; the applicant meets all of the criteria of fundamental eligibility to apply for a Community Collaboration Grant.

Dated at Edmonton, Alberta, this _____ day of _____, 2007

Signature of Community Representative: _____

Signature of Resource Person: _____

The information on this application is being collected under the authority of Section 33(c) of the FOIP Act and will be used by the Edmonton Arts Council to determine eligibility for the Edmonton Arts Council's grant programs. The aggregate data may be used for program planning and evaluation. All information collected by the Edmonton Arts Council is protected by the provisions of the FOIP Act. You may direct questions about the collection, use or disclosure of your personal information by this program to the Edmonton Arts Council at (780) 424-2787.

The following indicates what is required for an application to the Cultural Collaborations program. Before submitting an application all applicants must meet with the Community Arts Grant Program Coordinator, Don Bouzek, to receive more detailed information. He can be reached at 780-420-1400.

.....

PURPOSE

Edmonton was declared the Cultural Capital of Canada for 2007 and has taken as its overall program theme: Building Connections to Arts and Culture for all Edmontonians. Cultural Collaborations – *Voices less Heard* is one component of the Edmonton Cultural Capital Program (ECCP).

The Cultural Collaborations program is designed to give expression to those whose voices are ‘less heard’ in the mainstream – those who historically had less access to funding, community resources and the large audiences they deserve. People rooted in the communities will gather the stories that matter most to them – and collaborate with resource people such as artists, curators, art historians and researchers – to share these stories with Edmonton’s citizens.

The ultimate goal of the process will be to promote understanding between members of a particular community, then to share that understanding with other communities in the city. This new understanding will be part of a process of social change, creating better conditions for the communities.

There are two possible strands to the Cultural Collaborations program. Both involve community organizations working in partnership with resource people.

- The first would begin with an Edmonton based community involved in the collection of stories. This work could be in any tangible form – for example, interviews on videotape, old photographs, or cultural memory objects. Grant funds would support a community group to work with people such as curators or historical researchers to gather and share their material in public places [such as community centres or art galleries].
- The second would result in the creation of an original work of art in collaboration with the community group. This project could be in any artistic discipline including digital media, performance and the written word. The community will be directly involved in the actual creative process to a varying degree from project to project, although active participation is encouraged.
- Groups may also choose to develop a project which combines both strands, intertwining story collection with artistic creation.

All projects will aim to share the experience of their process through some tangible representation to the public. If the project focuses on the collection of stories, this might be an exhibition, a book or an on-line posting. If the project focuses on the artistic representation of the stories, this might be a work of visual art, a video, a collection of songs or a performed play reading.

There will be a showcase of all the work developed as part of a symposium on Community Arts in March of 2008. This does not mean all events must be scheduled to happen then. Presentations can take place when it is most appropriate for the community and simply have some record kept. For example, a play might be given a staged reading in the fall, and photos of that presentation shown in March.

LETTER OF APPLICATION

The Cultural Collaborations program will encourage a wide variety of projects. Each collaborative partnership will be spelled out in advance in a Letter of Application, signed by both a community representative and a resource person. A peer Assessment Committee will evaluate each application and make decisions about funding based on established criteria.

The Letter of Application should be no more than 7 pages in length, and contain:

- Completed Registration Form page
- The partners in the collaboration
- The objectives of the project
- The process by which the objectives will be met
- The timeline for the work
- The logistics for the management of the project
- A detailed and balanced budget for the project on the attached spreadsheet

PARTNERS

The Cultural Collaborations Program is a three way partnership between a community, an organization representing the community and a resource person or persons.

Describe the community which will collaborate on the project.

In what way is this community “less heard” in Edmonton?

Describe the community organization which represents this community in the project.

[Attach support materials such as descriptive brochures to the application.]

What is the organization’s stated objectives?

How is the organization structured [e.g. non profit corporation, ad hoc coalition]?

How is the community represented by the organization?

Who will be the person designated by the organization to take responsibility for the project?

Describe the resource person or persons who will collaborate on the project.

[Attach resumes or capsule biographies and, for artists, samples of their work.]

What is the resource person’s relationship to the collaborating community?

How will the resource person work with the community during this project?

What is the resource person’s specific experience in working on community? based projects?

State if there are plans to share any results of the project’s process outside the collaborating community.

What form will this sharing take [e.g. exhibitions, performances]?

How will people outside the collaborating community be made aware of this?

How might the project be represented in the Program showcase next March?

OBJECTIVES

The overall objective of the program is to provide opportunities to develop, express and share ideas towards the betterment of the participating communities.

State the long term social goals for the collaborating community and how the project fits in to that overall plan.

What goals does the partner organization have for their community?
How will the work of the resource person and the project participants support those goals?

State the short term goals for the positive impact of the project on its participants.
How will participants benefit by collaborating in the project?

State the immediate tangible aims of the project.
What is the intended tangible product of the collaboration [e.g. collecting photos for an exhibition or creating a new play]?
How will this product be shared with the community?

PROCESS

The central aspect of all projects will be the actual process of collaboration between the partners.

Define in detail the process to be used in collaboration.
How will the community be involved in the project [e.g. as a resource for stories, or as active participants in creating the tangible product]?
How will the community share their stories [e.g. interviews, workshops]?
How will these stories be respected, both legally in terms of copyright and less formally in terms of how the stories are chosen for inclusion in the work?
How will members of the community learn from the resource person's particular skills?
How will the resource person learn from the community?
How will the community have input into the product [e.g. check-in meetings, sign off on working versions]?
How will any conflicts over the content of the project be resolved?
Is this project part of a larger project plan [e.g. a script for a play]? If so, what are the plans for continuing the development of the project beyond the Cultural Capital funding?
Will the community organization need additional support – material or expertise – beyond its own resources?
How will these resources be made available to the project?

TIMELINE

The federal funding for the Cultural Capital program means that all projects must be completed by March 2008.

State a detailed schedule for the project.
What will be happening each month during the project?
What are key dates for the completion of various phases of the project?

PROJECT MANAGEMENT

Funds will go to the community organization, so a plan for the management of the grant must be part of the Letter of Application.

Describe how the project will be administered by the community organization.
What experience does the organization have in managing projects and administering grant funds? If not, how will the organization get help in accomplishing these tasks?
How will planning and scheduling be established and revised by the partners?
How will funds be accounted for during the project?

Who will be responsible for preparing the interim and final reports?

Will the organization need additional support to handle the administration of the project? [If so, this should be part of the budget.]

BUDGET

A balanced budget is required for all projects. The Cultural Capital Program can provide between \$2,000 and \$30,000.

A general spreadsheet for budget reporting is attached. Specific revenues and expenses for the project should be listed on this.

Some questions to consider in preparing the budget:

Will the project require more revenue than the Cultural Capital Program can provide? If so, what other sources will be approached?

How much will the resource people be paid?

Will there be honoraria for community participants?

What material and supplies costs will the project have?

Will the project need space that will have to be rented?

Will the organization require additional finances to administer the project?

Because of the nature of the funding, the following expenses are not eligible for support from this Program:

- Travel outside of the Edmonton region
- Capital expenses including purchase of equipment or musical instruments
- Endowments
- Formal education and training

ADDITIONAL INFORMATION

DEADLINES

The first funding round will have a deadline of Friday, June 29.

There will be a second deadline Monday, September 17.

Results will be announced four to six weeks following the deadlines.

At least one representative of each project must meet with the Cultural Capital Community Collaboration Co-coordinator prior to applying in order to go through the detailed program guidelines. This meeting must happen prior to June 13th for the 29th deadline, and prior to September 1st for the deadline on the 17th.

