Helen Ferris Memorial Fund Grant Package

Submission Date: Continuous

PRINCE ALBERT ARTS BOARD

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General Information

What is the grant's purpose?

This grant provides an applicant between the ages of 5 and 30 the opportunity to further develop their artistic practice in the areas of visual arts, creative arts, media arts, music, drama, dance, and literature.

This grant can fund, but is not limited to, the following:

- a special project
- a unique opportunity
- travel expenses
- the purchase of materials
- a specific workshop, program, or intensive training

Have a question?

If you're unsure if your opportunity fits the above examples, please don't hesitate to email your questions to our Chair, Adreanna Boucher: adreannag@yahoo.com

PRINCE ALBERT ARTS BOARD

General Information

Applicant Eligibility

An applicant must be between the ages of 5 and 30 years.

An applicant must be a current student at an elementary, secondary, or post-secondary school in Prince Albert or immediate area.

An applicant must reside within Prince Albert or immediate area. The parent or legal guardian residence determines eligibility.

Funds Available

A maximum of $500.00

General Information

Application Timeline

1. You've submitted your application online (see How to Apply Online section).
2. The application is reviewed by the Prince Albert Arts Board and a decision is made within the month.
3. The successful applicant is notified as soon as a decision is made; approximately 1 month from the submission date. 75% of grant is provided.
4. Within 1 month of activity completion, the final report is due from the grant recipient. The final 25% of the grant is provided when the form is complete.

How to Apply Online

Once you've created a document with your answers to the following set of questions, you will copy and paste those answers into a fillable form found on our website.

Questions to Answer

1. Describe the opportunity for which the application is being made.
2. Date(s) of the opportunity (if applicable).
3. What are your goals for the opportunity (what do you want to get out of it)?
4. How will it benefit you with your artistic education pursuits?
5. Explain why this funding is needed.
6. Do you have any other information or comments you'd like the Board to be aware of?

How to Apply Online

Provide a Letter of Support

The application shall include a letter of support from an individual (i.e. teacher, instructor), who has directly observed the capabilities of the applicant, but are not related to the applicant. This reference should address the **merit** of the applicant.

References may not be from those who will be delivering the training/program.

The letter may be in PDF format and attached to the online submission form when prompted.

How to Apply Online

Create a Budget

You will be required to create a budget for your opportunity. You can find an Excel spreadsheet template on our website here.

Please note that **Total Expenses must equal Total Revenue**. Indicate if any of the revenue noted in the budget below (under other) is not yet certain. Explain contingency arrangements if these funds are not received.

Expenses		Revenue	
Cost of workshop Travel (mileage)	$ 150.00 $ 100.00	Self-generated Other:	$ 50.00
		Grant Amount Requested	$ 200.00
Total Expenses	$ 250.00	Total Revenue	$ 250.00

These amounts must match!

How to Apply Online

Final Checklist

Before you start filling in the online submission form, make sure you have the following ready:

- [x] A working document containing your question answers, ready to copy and paste into the submission form.
- [x] You have received your reference's Letter of Support for your application, and are ready to attach the PDF when the form prompts you.
- [x] You have created a budget for your opportunity, and have made sure that the Expenses and Revenue match. You are ready to attach a PDF of the spreadsheet when the form prompts you.

You are now ready to apply!
Visit our website to fill in the online submission form HERE.