**ROZSA FOUNDATION**

**ARTS MANAGEMENT SYSTEMS**

**FUNDING PROGRAM APPLICATION**

**NOTE: All funding applications must be submitted via the online form. Please do not submit this document as your application. You are welcome to complete the application in this template and then copy/paste your answers into the online form.**

Organizational Information

Organization Name:

The legal name of your organization.

Charitable Registration Number:

Your organization must have its own Charitable Registration Number. You may not apply for funding using another organization's number. A CRA charitable business number will normally look something like this: 123456789RR0001. Please enter your full number without spaces or punctuation.

Mailing Address:

Please include street address, city, province, and postal code.

Phone:

Web Address:

Facebook:

Twitter:

Instagram:

Year of Incorporation (what year was your organization founded):

Discipline (what artistic discipline is the focus of your organization?):

Select the arts discipline that best describes your primary art form. This is collected for internal reporting and to identify sector trends. **This is a dropdown menu.**

Mission or Purpose Statement:

The Rozsa Foundation is committed to working towards an equitable and anti-racist arts sector, both through our own organizational practices and through the work and organizations we support. What is the role of EDIA (Equity, Diversity, Inclusion, & Accessibility) and Indigenous reconciliation work within your organizational priorities? Where did you start with this work and where are you going? What training has your board and/or staff undertaken and how has that manifested in your organization? Are there specific examples of work your organization has done to date to advance equity, anti-racism, and reconciliation in your operations and practices?

Max. 1500 characters.

In the last 12 months have there been any significant changes to Board, management, or artistic practices?

**Please Note:** We will ask you to upload a list of your organization's Board of Directors (including contact information) on the final page of this application.

Financial Situation

Note: We collect this information for Rozsa Foundation statistical reporting and to follow sector trends.

Revenue:

Based on your most recent year-end financial statements, what were your total revenues?

Expenses:

Based on your most recent year-end financial statements, what were your total expenses?

AGLC:

Does your organization receive funding from AGLC Casinos or Bingos? If “No”, please entre zeros in the following field.

Casino/Bingo Revenues:

What were the revenues from your most recent AGLC casino/bingos?

**Please Note:** We will ask you to upload your organization's most recent year-end financial statements on the final page of this application.

Contact Information

**Executive Director**

Honorary (Ms/Mr/Mx etc):

First Name:

Last Name:

Title:

Email:

Phone Number:

**Board Chair/President**

Honorary (Ms/Mr/Mx etc):

First Name:

Last Name:

Title:

Email:

Phone Number:

Project Information

**Primary Contact**

Honorary (Ms/Mr/Mx etc):

First Name:

Last Name:

Title:

Email:

Phone Number:

**Funding Request:**

How much money are you requesting? Up to $20K.

**Project Overview (50 Words)**

Please provide a brief summary of the project you are requesting funding for.

**Project Description (Max. 5500 Characters)**

* What operational, administrative, or management challenge or opportunity is the organization facing that will be supported by undertaking this project?
* How will options be explored, or if a solution has been identified, what new systems or technologies will be implemented?
* What are the key benefits this project will bring to the organization, both now and potentially in the future?
* Why is now the right time to be undertaking this work?

**Anticipated Project Start Date (Month/Day/Year):**

**Anticipated Project End Date (Month/Day/Year):**

**Project Plan**

Tell us about your project plan. Who will lead the work internally? Tell us about the timeline, activities, and budget at a high level.

**Please Note:** We will ask you to upload a project budget on the final page of this application. This budget must be completed on the Budget Template provided on our website.

**Partners, Consultants, and Outreach**

Please list all known partners, consultants, or collaborators (individuals or organizations) in the project. If you plan to engage an external consultant, please tell us why you believe they are the fit to undertake the work with your organisation.

**Processes and Learning**

How does the organization plan to capture processes and learning for current and future staff/board to utilize the tool or improved process?

**Impact and Outcome**

Explain how the proposed work contributes to a clear and impactful organizational need or objective. Tell us what ‘success’ look like at the end of this project. (Less than 100 words. Point form is welcome.)

**Additional Comments**

Please share any additional comments you have for the Rozsa Foundation.

File Uploads

Please upload the required files below. Please note that uploads will not be saved between online sessions, so please upload all files when you are ready to submit.

The project budget must be submitted in the Budget column of the [Rozsa Foundation Funding Program Budget Template](https://docs.wixstatic.com/ugd/9e6573_7aed26c479c745d08bf4f378aee6e756.xlsx?dn=grantbudget.xlsx). No other format for the project budget will be accepted.

* Strategic Plan

*Please upload a PDF of your most recent strategic plan. Files must be in PDF format and less than 2 MB.*

* Financial Statements

*Please upload a PDF with your most recent year-end financial statements. If there are any unusual discrepancies that aren’t addressed in the statement notes (e.g. a 40% drop in box office revenue) please speak to that in the Additional Comments at the end of the application. Likewise, if there are any significant changes to your organization’s situation since those statements were generated, please address them in Additional Comments at the end of the application. Files must be in PDF format and less than 2 MB.*

* Board Contact Information

*Please upload a file with the names of the Board of Directors with email address and phone number (we will not be contacting them directly about this application.) Files must be in PDF format and less than 2 MB.*

* Project Budget

*Please upload the completed Rozsa Foundation Funding Program Budget Template, listing all revenues and expenses for this project in the column marked "BUDGET". Also indicate whether funding sources are confirmed or pending in the "BUDGET NOTES" column. Files must be in XLSX format and less than 2 MB.*

* Additional Support Material (optional)

*If there are any additional documents that you feel support your funding application, please upload them here. This could be a partnership letter, consultant workplan, etc. This section is not mandatory.*