



# ARTS MANAGEMENT SYSTEMS FUNDING 2024 GUIDELINES

This funding program supports arts organizations that seek to improve or implement new key operational and management systems to strengthen administrative and management functions and capacity.

## 2024 DEADLINES

Friday, May 3, 2024

Friday, October 25, 2024

## OVERVIEW

Organizations may request up to \$20,000.

A modification of our previous Capacity Development funding program, Arts Management Systems Funding is intended to support the researching, implementation, and upgrading of key operational management systems to increase capacity, effectiveness, and productivity. This might include Customer Relationship Management Systems (CRMs), accounting and financials processes, and other such systems used to manage the business side of arts organizations.

Systems Development Funding can support a range of work including, but not limited to:

- Financial systems upgrades
  - Streamlining and digitizing accounting processes
- CRM integrations and upgrades
- Artistic planning software and departmental collaboration tools
- Digital infrastructure upgrades
- Digital asset management systems
- Website infrastructure upgrades that are not cosmetic in nature
  - Patron management integration
  - Ticketing or Registration integration
  - Member supports, etc
- Human resource systems

When applying for funding to support the above systems and processes, it is important to articulate the significant impact the work will have for the organization by being undertaken at this time.

## ELIGIBILITY

- Organizations must be a charity with a valid CRA charitable business number (9 digits, 2 letters, 4 digits).
- You must be an arts-focused organization.
- The focus of our investment is in the Treaty 7 region of Southern Alberta, encompassing Calgary and the surrounding area, as well as Banff, Canmore, Drumheller, Medicine Hat, Lethbridge, Red Deer, and others.
  - We also grant to provincial organizations in Alberta whose initiatives will directly benefit the Calgary arts community.
  - Organizations located outside of these areas may still be eligible but should contact us prior to beginning the application.

Organizations can submit only one application per deadline.

## INELIGIBLE EXPENSES

The Foundation does not fund:

- ongoing administrative salaries
- ongoing administrative costs
- deficit financing
- debt repayment
- capital campaigns
- ongoing programming activities

While we do not support ongoing salaries, we understand that new activities may require additional administrative capacity, which is an eligible expense.

We do not provide operating or undesignated funding, nor do we fund retroactively. If you are incurring costs before our assessment meeting, the expenses may be ineligible.

## HOW TO APPLY

We encourage interested organizations to discuss eligibility with us prior to application. Please contact Funding Manager, Ayla Stephen at [ayla@rozsafoundation.com](mailto:ayla@rozsafoundation.com).

All applications must be made via our online form which is linked on the program webpage.

If you would like to work in a hard copy of the application as you prepare your submission, please download the Arts Management Systems Funding Application Template on our website. You can then copy and paste your responses from this template into our online form.

All project budgets submitted must use the Rozsa Foundation Funding Program Budget Template, which can be found on our website. Please complete the “Budget” column of the template.

The Rozsa Foundation acknowledges that for some equity-seeking organizations, systemic barriers to equity exist when it comes to the grant application process, including the reliance on the written word. If this is the case for your organization, we invite you to email Funding Manager, Ayla Stephen, at [ayla@rozsafoundation.com](mailto:ayla@rozsafoundation.com) to discuss your application, so that we may seek ways to provide additional supports or provide other application options to your organization.

## APPLICATION ASSESSMENT

Arts Management Systems Funding applications are assessed by Rozsa Foundation funding staff and additional individuals with relevant expertise to appropriately assess applications. Any individuals with access to applications are held to strict conflict of interest and confidentiality agreements.

Funding decisions are based on the degree to which applications meet with the following statements:

**NEED & FIT:** The organization’s goal, purpose and need in undertaking the project are clearly defined, and if a specific approach or system has already been identified, it is appropriate to the needs and scale of the organization and addresses the identified goals and purpose of the project.

**DESIGN:** The project is well planned and designed to accomplish the stated goal of the organization, including a clear timeline of research, implementation, and training.

**LEARNING:** There is a clear plan for staff learning and documentation that will ensure the system remains viable within the organization into the future.

**IMPACT:** The proposed project has significant potential to provide positive impact to the organization.

**FEASIBILITY:** The organization is well-positioned to successfully execute the proposed project, taking timeline, financial position, and staff capacity into account.

**EDIA & RECONCILIATION:** The applicant is undertaking meaningful work on advancing Reconciliation, diversity, inclusion, and accessibility within the context of their organization.

## APPLICATION CHECKLIST

When applying for Capacity Development Funding, organizations should address the following in the Project Description section of the grant:

- 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?
- How does the organization plan to capture processes and learning for current and future staff/board to utilize the tool or improved process.
- Tell us about your project plan. Who will lead the work internally. Tell us about the timeline, activities, and budget at a high level.
- If the organization will be engaging an external consultant, please tell us why you believe they are the fit to undertake the work with your organisation.

You will be required to upload the following documents:

1. A copy of your organization's most recent Strategic Plan (or equivalent document)
2. Your organization's most recent year-end financial statements
3. A list of your current Board of Directors and their contact information
4. A completed Project Budget

## SUCCESSFUL APPLICATIONS AND REPORTING

After applications have been assessed, all applicants will receive notification of their results by email. We strive to notify applicants of results within 6 weeks of the application deadline.

If approved, organizational representatives will meet with Rozsa Foundation Funding Program staff to discuss project goals and outcomes for final reporting, project timelines, and payment schedule.

A funding agreement will be issued to the organization, which must be signed and returned to the Rozsa Foundation prior to the first payment being issued.

Final reporting criteria will be developed in collaboration with the successful applicant, which will be submitted along with the updated project budget to reflect actual costs.

## CONTACT INFORMATION

If you have any questions about this funding program, please contact Funding Manager, Ayla Stephen, at [ayla@rozsafoundation.com](mailto:ayla@rozsafoundation.com).