RAMP CAPSTONE PROJECT FUNDING 2023 GUIDELINES

This funding program is exclusively for Arts Leadership participants who have completed the [Rozsa Arts Management Program (RAMP)](#). The Rozsa Foundation provides RAMP Capstone Project Funding to organizations, groups, collectives, and individuals to support the advancement of RAMP participants' Capstone Projects.

2023 DEADLINES

February 24, April 28, June 23, August 25, October 27, and December 1

RAMP alumni have up to two years to apply for a Capstone Funding post program.
- RAMP 2021 Alumni – last deadline to apply is June 23, 2023
- RAMP 2022 Alumni – last deadline to apply is June 21, 2024

OVERVIEW

Organizations and individuals may request up to $5,000.

The Rozsa Arts Management Program (RAMP) culminates with participants developing and presenting an individual Capstone Project. Capstone Projects produce a tangible outcome for participants that creates value for both the individual learner and broader arts community. After completing RAMP, participants are eligible to apply for a grant of up to $5,000 to implement their Capstone Project.

The Rozsa Foundation is interested in supporting not only the organization and project, but also in the continued learning and development of the RAMP alumnus. To that end, applications should consider the impact of the project on the organization or arts community, impact on the skills and career development of the applicant, and alignment with the applicant's initial Capstone Project.

ELIGIBILITY

Eligibility for RAMP Capstone Project funding varies, dependant on whether you are applying as an individual or through your organization, the organizational structure you're working in, and your geographic location. If you are unsure of your eligibility, please contact Ayla Stephen at ayla@rozsafoundation.com.

- Applicants must have successfully completed RAMP (including the completion and presentation of a Capstone Project) to be eligible to apply for this funding.
- Organizations must be arts-focused or be applying for support in engaging the arts to further their mission.
- All applications for RAMP Capstone Project funding must be made by the individual who completed the RAMP program.
- Participants who completed the program as part of an organization should apply via their organization (whether registered charity, non-profit, or grassroots organization).
- Participants who are working independently and completed the program outside of an organizational context should apply as individuals.
- Applicants have up to two years post-program completion to apply. We are currently accepting applications from RAMP participants who completed in 2021 and 2022.
- Please note that although completion of RAMP is a requirement for eligibility, it does not guarantee project funding.

Calgary-based RAMP Alumni
Continuing in 2023, the Rozsa Foundation has partnered with Calgary Arts Development (CADA) to make RAMP Capstone Project Funding available to Calgary-based participants who are working independently, for a registered charity, non-profit, ad-hoc group, grassroots organization, or within another organizational structure.

Alberta Wide RAMP Alumni
For those elsewhere in Alberta (outside of Calgary), only those working for a registered charity are eligible.

Currently, we are unable to fund businesses, including sole proprietorships.

INELIGIBLE EXPENSES

The Foundation does not fund:
- ongoing administrative salaries
- ongoing administrative costs
- deficit financing
- debt repayment
- capital campaigns.

We recognize that for individuals and organizations that do not have salaried administrative staff, the human resource capacity to carry out the project may be part of the project cost and funding request.

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 ([ayla@rozsafoundation.com)](mailto:ayla@rozsafoundation.com).

All applications must be made via our online form at the following link: https://rozsafoundation.formstack.com/forms/capstone_grant

If you would like to work in a hard copy of the application as you prepare your submission, please download the appropriate **Funding Application Template** on our website. There are two versions: one for individuals and one for organizations. 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 and individuals, systemic barriers to equity exist when it comes to the funding application process, including the reliance on the written word. If this is the case for you or your organization, we invite you to contact us to discuss your application, so that we may seek ways to provide additional supports or provide other application options to you.

APPLICATION

When applying for a Capstone Project Funding, we encourage you to speak to the following questions in the Project Description:

1. What is the challenge that the Capstone Project is addressing?
2. What are the current symptoms of the challenge?
3. What impact do you anticipate that addressing this challenge will have on your organization, your work, or the arts community?
4. Has the project changed or evolved since you presented your project in RAMP? If so, how?
5. Besides yourself, who will be involved in implementing the Capstone Project?
6. How does the specific work completed through the Capstone Project further and continue your learning?

Additionally, as part of the application, you will be asked to speak to:

1. How does the Capstone Project align with one or more of your organization's strategic priorities or your individual goals?
2. How will you measure the success of the project when it is implemented?
3. What costs are associated with the implementation of the project? Note: we ask for a project budget and have a template available for you to use (link provided below).

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 approximately three weeks after the application deadline.

If approved, the applicant, and any other required organizational representatives (if applicable) will meet with Rozsa Foundation funding program staff to discuss project goals and outcomes for final reporting, project timelines, and payment schedule.

If your organization is a Registered Charity: 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.

If you are in Calgary and are working outside of a registered charity: We will connect you with Calgary Arts Development, who will work with you to set up funding agreements and issue payment.

CONTACT INFORMATION

If you have any questions about this funding program, please contact Funding Manager, Ayla Stephen, at ayla@rozsafoundation.com.