



# RAMP CAPSTONE PROJECT FUNDING 2024 GUIDELINES

This funding program is exclusively for Rozsa Foundation Training 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.

## 2024 DEADLINES

Friday, March 22, 2024

Friday, June 21, 2024

Friday, September 20, 2024

Friday, December 6, 2024

RAMP alumni have up to two years from the completion of their program to apply for Capstone Funding.

- RAMP 2022 Alumni – last deadline to apply is June 21, 2024
- RAMP 2023 Alumni – last deadline to apply is June 20, 2025
- RAMP 2024 Alumni – can apply after course completion in April 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, their organization (if applicable), and the 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 both the organization and project, as well as the continued learning and development of the RAMP alumnus. To that end, projects and 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

- All applicants must have successfully completed RAMP, including the completion and presentation of a Capstone Project.
- Calgary-based applicants can be working for registered charities, non-profits, and ad-hoc/grassroots organizations, or be working as an individual.
- For applicants based outside of Calgary, you must be working for a registered charity to be eligible.
- Applications must be made by the individual who completed the RAMP program.
- Applicants have up to two years post-program completion to apply.
- Organizations must be arts-focused or be applying for support in engaging the arts to further their mission.

If you are unsure of your eligibility, please contact Funding Manager, Ayla Stephen, at [ayla@rozsafoundation.com](mailto:ayla@rozsafoundation.com).

Although completion of RAMP is a requirement for eligibility, it does not guarantee project funding.

We are unable to fund businesses incorporated as for-profit entities, 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

There are two ways to apply for RAMP Capstone Funding:

1. Submit a written application via the online form at the following link:  
[https://rozsafoundation.formstack.com/forms/capstone\\_grant](https://rozsafoundation.formstack.com/forms/capstone_grant)

If you would like to prepare your written application in a Word template, please download the appropriate Funding Application Template on our website. There are two versions: one for individuals and one for

organizations. You can write and edit your submission in the template and then copy and paste your responses into our online form.

2. Present your project and funding request to Capstone Funding assessors.

If you would like to apply by making a presentation, please reach out to Ayla at [ayla@rozsafoundation.com](mailto:ayla@rozsafoundation.com) to book a presentation date. We encourage the use of visual aids such as slide decks or Power Point presentations, as appropriate. Applicants must address the questions posed in the Application Checklist (below) within their presentation, including a project budget. Presentations should be a maximum of 10 minutes, with an additional 10 minutes left for Q&A.

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.

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.

The Rozsa Foundation acknowledges that for some equity-deserving organizations and individuals, systemic barriers to equity exist when it comes to the funding application process. We invite you to contact us to discuss your application and needs, so that we may seek ways to provide additional supports to you.

## APPLICATION ASSESSMENT

RAMP Capstone Funding requests are assessed by an assessment committee consisting of Rozsa Foundation funding and training staff and Board members, based on the following criteria:

- 1. Design:** The project strongly connects to the applicants Capstone Project as presented and is well planned and designed in order to accomplish the stated goal.
- 2. Impact:** The proposed project has potential to provide positive impact for the individual and/or the organization.
- 3. Feasibility:** The organization and/or individual are well-positioned to successfully execute the proposed project, taking timeline, budget, financial position, and staff capacity into account.
- 4. Equity:** The individual or organization is addressing EDIA work in a way that is meaningful to them.
- 5. Learning:** This project provides meaningful continued learning for the RAMP graduate and their role is essential to its execution.

# APPLICATION CHECKLIST

## Applicant and Organization Information

- Applicant type: Registered Charity, individual, or other
- Name of organization, if applicable
- Charitable registration number, if applicable
- Artistic discipline
- Annual revenue on last CRA filing, if applicable
- Organization contact information, if applicable
- Social Media links (optional)
- Organization Mission or Mandate
- EDIA: The Rozsa Foundation is committed to working towards an equitable and anti-racist arts community, both through our own organizational practices and through the work, individuals, and organizations we support. What role, if any, does your Capstone Project have in the advancement of EDIA (Equity, Diversity, Inclusion, & Accessibility)?\*
- Executive Director, Board President/Chair, if applicable
- Applicant contact information

## Project Information

Amount of funding being requested (Max. \$5K)

## Project Description

When applying for 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?

## Personal And Professional Learning Goals

One of the RAMP Capstone Funding program's intentions is to support your continued learning and development. Please share any personal and professional learning goals as part of your proposed project.

Project Start Date

Project End Date

Use of Funds: Please briefly explain how you intend to use the funding. To which expenses in your budget do you plan on applying this funding?

Measures of Success: How will you measure the success of the project when it is implemented?

Strategic Alignment: How does the Capstone Project align with one or more of your organization's strategic priorities or your individual goals?

Additional Comments: Anything else you would like to share with the Rozsa Foundation.

## 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 six 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](mailto:ayla@rozsafoundation.com).