



PRINCE ALBERT



ARTS BOARD

# HELEN FERRIS MEMORIAL FUND

## Helen Ferris Memorial Fund Grant Package

---

Submission Deadlines: May 31<sup>st</sup> and September 30<sup>th</sup>

# Table of Contents

## **General Information**

Grant Purpose .....	2
Applicant Eligibility .....	3
Funds Available .....	3
Application Timeline .....	4

## **How to Apply Online**

Questions to Answer .....	5
Letter of Support .....	6
Create a Budget .....	7
Final Checklist .....	8

# 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 Gareau: [adreannag@yahoo.com](mailto:adreannag@yahoo.com)

# 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 \$800.00

# 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 deadline closing 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

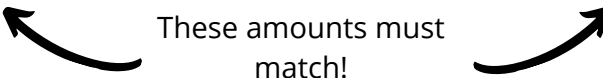
## Create a Budget

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	\$ 150.00	Self-generated	\$ 50.00
Travel (mileage)	\$ 100.00	Other:	
		Grant Amount Requested	\$ 200.00
<b>Total Expenses</b>	<b>\$ 250.00</b>	<b>Total Revenue</b>	<b>\$ 250.00</b>


 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:

- A working document containing your question answers, ready to copy and paste into the submission form.
- You have received your reference's Letter of Support for your application, and are ready to attach the PDF when the form prompts you.
- 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.



**NOTE:** photos of successful applicants will be shared online to promote the Helen Ferris Memorial Fund. If you do not wish for the Prince Albert Arts Board to use your photos, please indicate so in Question #6 (other information or comments).



PRINCE ALBERT  ARTS BOARD

# HELEN FERRIS MEMORIAL FUND

## Helen Ferris Memorial Fund Final Report Package

---

Submission Date:  
After Completion of your Activity

# Final Report

Upon completion of your activity/training, you will answer the following set of questions, and copy and paste those answers into the final report form found on our website.

## Final Questions to Answer

- 1 Describe the activity/training that you completed with the help of this grant.
- 2 List the date(s) of the opportunity.
- 3 Were your goals met for the opportunity (what did you get out of it)?
- 4 How did it benefit you with your artistic education pursuits?
- 5 Do you have any other information or comments you'd like the Board to know?

# Final Report

## Create your Final Budget

You will be required to create a final budget for your opportunity with the actual expenses and income you accumulated. [You can find an Excel spreadsheet template on our website.](#)



Make sure to include images of all your receipts when prompted by the online form.

# Submit Online

## Final Checklist

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

- A working document containing your question answers, ready to copy and paste into the final report form.
- You have finished updating the actual 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 have all your receipts ready to upload when prompted.