

**GRANVILLE ISLAND ACTIVATION GRANT**  
APPLICATION DEADLINE: Monday, February 12<sup>th</sup>, 2018 by 4 pm



Name of Lead Applicant \_\_\_\_\_ Telephone \_\_\_\_\_

Name of Organization \_\_\_\_\_

Non - profit       Artist Collective       Artist       Registered Charity       Ensemble

Email \_\_\_\_\_ Website \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_

Postal \_\_\_\_\_ Other Social Media Links \_\_\_\_\_

Grant Amount Requested (Up to \$5,000) \$ \_\_\_\_\_

Project Duration in Days/Week \_\_\_\_\_

Proposed Activation Time Frame / Date

1<sup>st</sup> choice \_\_\_\_\_ 2<sup>nd</sup> choice \_\_\_\_\_

**Project Name & Description** (Provide additional information on a separate attachment if required):

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**Members Involved in Project and Responsibilities:**

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**Previous Experience / Past Work:** Please describe your past experience in public activation projects, artistic practice or cultural programming. Attach examples if applicable (see format specifications below) or provide links to online portfolios.

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**Provide up to 10 examples of your past work (within the last 5 years) in the following formats**

**Images:**

File format: JPG or TIFF

File size: less than 3 MB

Resolution: less than 300 dpi

Dimensions: less than 5 inches wide

**Video:**

File format: QuickTime or Windows Media Player

Length: less than 5 minutes

**Description of Target Audience/s** (Please describe target demographic and anticipated audience size and note if there is a maximum amount of participants for certain activities)

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**Promotion, Marketing and Community Involvement** (Outline the marketing strategy and platforms that will be used to promote your activation/event)

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**Technical and Site Requirements** (Provide an overview of technical and site requirements that will be used for set up/event/strike and/or on-site creation, and note whether you require power, outlets, additional lighting, access to water, etc.)

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If your project is approved, Granville Island may provide additional in-kind operational support. This will be determined in consultation with the Public Affairs and Programming Staff.

**Additional Requirements**

(Provide additional operational requests such as tables, chairs, tents etc.)

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**Estimated Project Budget** – Sample template provided on last page of application.

## GRANVILLE ISLAND ACTIVATION GRANT

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**Please use the checklist to ensure your application is complete.**

- Completed Application Form
- Project Description
- Estimated Project Budget – see template below
- Images, videos, or examples of relevant prior artistic experience

**Submit applicable supporting files with your application such as, images, video, designs floor plans, additional programming details, schedules, or examples of previous work via email, shared cloud storage (Dropbox, Google Drive, etc) and/or web links.**

Applications will be reviewed and successful candidates contacted in March 2018.

**Please email completed form here:**

**Jacqueline Receveur**

[jreceveu@cmhc.ca](mailto:jreceveu@cmhc.ca)

Coordinator of Cultural Programming, CMHC-Granville Island

# Sample Budget Worksheet

**Organization Name:**

**Proposed Time line/Date:**

## Project Budget

### Project Revenue

Activation grant	
Government grants	
Foundation funding	
Corporate funding	
Individual contributions	
Other	
Total cash revenue	
Total in-kind revenue	
<b>Total Revenue</b>	

### Project Expenses

Staff salary and wages	
Artist or professional fees	
Facilitator fees	
Production staff	
Administration Fees	
Marketing	
Hospitality	
Production equipment	
Rentals	
Supplies	
Insurance	
Other	
<b>Total Expenses</b>	
<b>Revenue over Expenses</b>	