

3. INFORMATION ON THE PROJECT

3.1 Title of the project:

3.2 In 250 words or less please give us a description of the project for which the grant is requested and explain how this project contributes to the advancement of your career as a professional artist: Attach document if necessary.
 (Please note that exceeding the 250 word limit may put your request at a disadvantage since only up to 250 words will be translated.)

3.3 Date, duration and location of the project:

3.4 List of persons participating in the project (if applicable):

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

3.5 Information concerning the partner (if applicable):

| | |
|-----------------------------|----------------------|
| Name: _____ (First name) | _____ (Surname) |
| Mailing address _____ | City or Town: _____ |
| Province: _____ | Telephone (H): _____ |
| Postal code: _____ | Telephone (W): _____ |
| E-mail: _____ | Fax: _____ |
| Name of contact : _____ | |

| 4. BUDGET | | | |
|---|----|---------------------------------|----|
| All applicants are required to indicate anticipated costs of completing the project, and all projected means of financing it. Identify all estimated expenses in the left column and all expected revenues in the right column, including all other grants received or anticipated from any source. | | | |
| EXPENSES | | REVENUE AND ANTICIPATED REVENUE | |
| Subsistence for _____ months at \$ _____ / month (maximum \$1,500 per month) | \$ | | \$ |
| Execution costs: | | | \$ |
| Research and development | \$ | | \$ |
| Materials | \$ | | \$ |
| Space Rental | \$ | | \$ |
| Services (amounts paid for services) | \$ | | \$ |
| Travel and transportation costs | | | \$ |
| Transportation | \$ | | \$ |
| Meals | \$ | | \$ |
| Accommodations | \$ | | \$ |
| Packing and shipping | \$ | | \$ |
| TOTAL: | \$ | TOTAL: | \$ |
| GRANT REQUESTED: \$ _____ | | | |
| • Maximum \$7,000 | | | |

| 5. SAMPLE OF WORK |
|---|
| All applicants are required to submit 4 copies of all samples of work (and samples of the work of the proposed artist(s) if applicable) with accompanying descriptions or synopses. Do not send original works of art; they will not be presented to the jury. Carefully edit the materials you present. |
| Note: Please write the name on each item which you are sending and bear in mind that the technical quality of the material might influence the recommendation of the jury. Your samples of work will be returned once your application has been evaluated and at the condition that a self-addressed and sufficiently stamped envelope is provided with the application. |

| 6. REQUIREMENTS CHECKLIST |
|--|
| Please refer to the headings, “Requirements” and “Samples of work,” in the program description to make sure all the information required to complete your application is included. Check the appropriate boxes below. |
| All applicants must provide: |
| <input type="checkbox"/> Application form including budget. <input type="checkbox"/> Letters of recommendation - optional |
| <input type="checkbox"/> Resume (CV) or biography (max. 4 pages). <input type="checkbox"/> For commissioned work: Letter of agreement with the proposed artist and résumé of the proposed artists. |
| <input type="checkbox"/> A 250 word description of the project. <input type="checkbox"/> For purchase of rights: Letter of agreement which stipulates the rights to be purchased and the agreed price, and which describes the proposed subject. |
| <input type="checkbox"/> 4 copies of all samples of work (please specify): <input type="checkbox"/> For film or video producers: Production costs estimates. |
| <input type="checkbox"/> Information on the submitted sample of work (digital still images list, details on DVD, CD, etc.). <input type="checkbox"/> A self-addressed and sufficiently stamped envelope large enough to contain all support material for the return of samples of work. Works accompanied with envelopes bearing insufficient postage will not be returned. It is the responsibility of the applicant to ensure that materials can be returned without damage. |
| <input type="checkbox"/> CV of any other artists participating in the project (max. 4 pages) - if applicable. |
| <input type="checkbox"/> Letter of agreement with the additional participant - if applicable |
| <input type="checkbox"/> Critical reviews, press clippings, awards, etc. - photocopied clearly on 8 ½ x 11 paper – (max. 4 pages). |

7. LETTERS OF RECOMMENDATION - OPTIONAL

First time applicants are strongly encouraged to request two letters of recommendation supporting their application. They will not, however, be disqualified if no letters are received. Letters of recommendation should be provided by fellow practitioners in the same artistic field and who exhibit experience and expertise in said artistic field.

Appraisers should be given a copy of the form entitled "Letter of Recommendation" and be asked to return it, duly completed, to **artsnb** within one week following the deadline. Letters of recommendation arriving late will not be included in the material presented to the jury.

8. APPLICANT'S AGREEMENT

- I hereby certify that, to my knowledge, the information provided with this application is accurate, and I accept the conditions as described in the program description.
- I recognize that, beyond the provision of a grant, that **artsnb** has no further commitment to the project, nor to the applicant, and that **artsnb** will not be held responsible for the completion of the project nor for the work produced.
- I certify that I have maintained a permanent residence in New Brunswick for at least one year (12 months) immediately prior to application deadline.
- I agree to provide **artsnb** with a complete report of the activity once it is finished.
- I agree to acknowledge the contribution of **artsnb** in all publicity or activity related to the project.
- I agree to notify **artsnb** of any public presentation associated to a funded project so that board members may attend.
- I recognize that **artsnb** will not be held responsible for any loss or damage of my samples of work.

Signature of applicant

Date

SEND TO:

Please return this completed application along with the requested material and samples of work to:

artsnb
61 Carleton Street
Fredericton, NB E3B 3T2

Tel.: (506) 444-4444
Toll Free in NB: 1-866-460-ARTS (2787)
Fax.: (506) 444-5543

NOTIFICATION OF RESULTS

Applicants will be notified of the results, by mail, approximately 3 months after the competition deadline.

Results will not be released over the telephone.

Ce formulaire est également disponible en français.

artsnb reserves the right to revise programs at any time without notice.

