



Community Workshop Series Grant – Application

Step 1 – Application

If you do not submit all of the required information, your application will not be considered. Contact us if you have any questions about the grant application.

Alberta Dance Alliance

Percy Page Centre, 11759 Groat Road
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Tel. 780-422-8107

Email. info@abdancealliance.ab.ca

Website. abdancealliance.ab.ca

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Policies & Guidelines

Alberta Dance Alliance
Community Workshop Series Grant

Program Policies

- > Applications will be considered to those demonstrating artistic skill development and financial need.
- > All genre of dance/movement are given consideration.
- > Workshops must be open to the public.
- > Workshops are considered to be educational programs within a specified time frame focusing on techniques and skills in a particular field. The Community Workshop Series Grant is not applicable to ongoing classes and summer programs.
- > The program will fund only instructional fees, travel/accommodations, and material costs up to a maximum of \$700.00.
- > Alberta Dance Alliance will assist applicants in selecting qualified professional instructors if necessary.
- > All promotional and publicity materials related to the workshop must display the Alberta Dance Alliance (ADA) logo, as well as written and/or verbal recognition. The ADA logo is available electronically from the ADA office. See example below.
- > A final report, including a financial statement signed by the workshop coordinator, must be submitted to Alberta Dance Alliance within 30 days of completion of the workshop, or funds will be reallocated.
- > Alberta Dance Alliance will distribute allocated funding to a successful application within 30 days of receiving the submission of a completed written report and financial statement (Part 2 of the application process).

Application Guidelines

Due to limited funds available under this program, financial assistance will be granted on a discretionary basis using the following guidelines:

- > Availability of program funds.
- > Indication of community support for the workshop.
- > Projected impact of the workshop.
- > Demonstrated ability of the applicant to successfully deliver the workshop.
- > Indication of financial need.
- > Demonstrated need of specialized skill development in dance.

Visual Guideline - Alberta Dance Alliance logo must be recognized as follows on promotional materials.



Alberta Dance Alliance - Community Workshop Series

Facebook/Twitter - Do you have a Facebook or Twitter? If so, make sure you post and tweet about your workshop and ADA – then send us the link! And don't forget to like ADA on **Facebook (Alberta Dance Alliance)** and follow us on **Twitter (@ABDanceAlliance)**.

Step 1 – Application

Alberta Dance Alliance
Community Workshop Series
GRANT APPLICATION – CHECK LIST

Complete the Grant Application and provide the required information:

STEP 1	<input checked="" type="checkbox"/>
1) Grant Application	<input type="checkbox"/>
2) Instructor(s) résumé(s)	<input type="checkbox"/>
3) Copy of Workshop Agenda	<input type="checkbox"/>

Submission

Submit your Community Workshop Grant application to ADA by email. Contact ADA by email if you have any questions about the grant application.

Email	info@abdancealliance.ab.ca (Subject... Community Workshop Series Grant – Step 1, name of workshop)
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Once your submission has been received, ADA will send a confirmation email within five (5) business days to confirm receipt of your application.

Alberta Dance Alliance
Community Workshop Series
GRANT APPLICATION – STEP 1

Four (4) annual submission dates.

Spring Workshop
(April – June)
Deadline: FEB 15

Summer Workshop
(July – August)
Deadline: MAY 15

Fall Workshop
(September – December)
Deadline: JUL 15

Winter Workshop
(January – March)
Deadline: NOV 15

Name of Workshop

Date(s) of Workshop

Location of Workshop

Genre/movement
of Workshop

Name of Coordinator

Address of Coordinator

City/Town

Province

Postal Code

Email Address

Telephone

The applicant hereby agrees to comply with the following requirements:

- > Any funds awarded pursuant to this application are to be used solely for the purposes outlined herein.
- > Any funds not used will be returned to the Alberta Dance Alliance.

Insurance Disclaimer

In consideration of being allowed to make this application, the applicant hereby agrees not to hold Her Majesty in Right of Alberta, as represented by the Alberta Dance Alliance, her employees, or agents, responsible should the application or supporting material be lost or damaged.

Certificate of Applicant

I am the applicant. I have reviewed the attached application and, to the best of my knowledge and belief, the information contained herein is true and correct.

Signature of Applicant

Date

Alberta Dance Alliance
Community Workshop Series
GRANT APPLICATION – STEP 1

Describe the workshop's specific focus, and its purpose and objectives.

Which communities will this workshop serve? Please make list as complete as possible.

What skill level(s) will this workshop serve? Please check the appropriate box(es).

Amateur Professional Recreational

Indicate the age level(s) this workshop will serve.

Describe the marketing strategy for this workshop.

Alberta Dance Alliance
Community Workshop Series
GRANT APPLICATION – STEP 1

List your professional contracted workshop instructor(s). A complete resume for each instructor must accompany this application.

List the volunteers by name and position.

Additional comments.

Indicate the method used to evaluate the success workshop.

Applicants must submit a budget identifying expected revenues and expenditures. Outline the budget on the following form.

Alberta Dance Alliance
Community Workshop Series
PROPOSED BUDGET – STEP 1

Budget must balance and cannot include costs for social expenses
(e.g. parties, decorations, meals & alcoholic drinks).

REVENUE

Participant Fees		x	\$	=	\$
	# of participants		fee per participant		
Other Grants	<i>(Please specify)</i>				= \$
_____					= \$
Fundraising	<i>(Please specify)</i>				= \$
_____					= \$
_____					= \$
	Earned Revenue Subtotal				= \$
	Amount requested from ADA (max. \$700)				= \$
	Total Revenue				= \$

EXPENSES

Instructional Fee(s)	=	\$
_____		= \$
Instructional Staff Travel/Accommodations	=	\$
_____		= \$
Instructional Materials	=	\$
_____		= \$
	Instructional Costs Subtotal	= \$
Advertising and Printing	=	\$
_____		= \$
Venue Rental	=	\$
_____		= \$
Administrative Costs	=	\$
_____		= \$
Other Costs	=	\$
_____		= \$
	Total Expenses	= \$
	Total Profit or Deficit	= \$

This area for office use only!