The Whitehead Foundation
For Western Manitoba Inc.

32 Cobalt Cr., Brandon, Manitoba, R7A 7W5

Grant Application

Name of organization   _____

Charitable organization tax number   _____

Address of organization   _____

_____

_____

Phone: _____ Fax: _____

Project coordinator   _____

Phone: _____ Fax: _____

E-Mail: _____

Contact person _____

        Phone: _____ Fax: _____

        E-Mail: _____

To have a project be accepted for consideration, the application must fall within the parameters of the mandate of the Whitehead Foundation for Western Manitoba Inc.

1.   **Promoting the visual arts in Western Manitoba, the term "visual arts" being construed in the broad sense, for example, not just pictures, but sculptures, landscaping etc.**

2.   **Promoting the musical life of Western Manitoba, for example, in the acquisition of music for the School of Music at Brandon University, bringing in guest teachers and performers, musical scholarships etc.**

3.   **Supporting a library, museum and art centre for Western Manitoba, but using the funds for acquisition of works, displays and artifacts rather than administrative purposes.**

If your project falls within the parameters as set out above and you wish to apply for a grant please refer to the application procedures on the next page to ensure your application meets Board requirements. Please be advised that the Whitehead Foundation receives many applications, however, only a few are approved. Funding approval is at the discretion of the Board of Directors based on compliance with the Whitehead Foundation mandate, and current board priorities.

Successful applicants must display the Whitehead Foundation logo and name in all promotions and advertising.

If you have questions regarding your application please contact the General Manager at 726-9411, or by e-mail: manager@whiteheadfoundation.ca

Application Procedures

Please submit an application containing all of the items specified below, including all requested attachments. Applicants **must** use the Foundation application form as the front cover.

We will contact you if we have questions or require additional information. We will acknowledge your application within one week of its receipt. A preliminary review of the application will then be done to ensure it meets Foundation requirements. That being the case, you will be informed by email and your application will be placed on the agenda for the next board meeting. The Board meets twice per year in the spring and fall. Successful applicants must complete and submit a final project report to The Whitehead Foundation within 60 days of project completion.

Application Contents

Your application must include:

- Cover letter, on your stationery, signed by your director
- Executive Summary
- Narrative (no more than five pages) that includes:
    - Project Description
        - Brief statement of project to be undertaken
        - Goals and objectives
        - Target population
        - Project activities
        - Project venue
        - Project coordinator with contact numbers.
    - Plan for measuring project results
- Project Budget (expenses and income)
    - Income budget for performance projects should include
        - Venue capacity
        - Projected ticket sales
        - Ticket price breakdown, (Adult, Child, Student, Senior)
- Organization Background (mission, major activities, and credentials for carrying out project)
- Conclusion (brief statement of long-term project plan)
- Appendices (Attachments)
    - Charitable organization tax number
    - Verification of authority if it is a municipal or town project.
    - List of Organizational Management
    - Organization Operating Budget
    - List of other funding sources to whom application has/will be made

POST PROJECT REPORT

Name of organization_____

Name of contact person_____

Title of project _____

1. Please submit a final budget including the Whitehead Foundation contribution. List any other funding partners and the amount of their contribution and clearly indicate any surplus or shortfall.

2. If there is a shortfall, explain how this will be addressed. If there is a surplus, explain how this will be used.

3. How many people attended the event or benefited directly from the project? Was this more or less than anticipated? Why?

4. How was the event publicized? Please include any promotional materials, press coverage, written feedback you received etc.

5. What would you do differently if you were to undertake a similar project in future?

6. Please include any other pertinent information.

PLEASE ANSWER AS MANY QUESTIONS AS POSSIBLE, ALTHOUGH NOT ALL QUESTIONS MAY APPLY TO ALL PROJECTS