

Application Tips

Completing the NWT Arts Council application is not easy, you will have to spend a significant amount of time describing your project, collecting financial quotes, and collecting supporting information and documents. Arts Council funding is very competitive. We usually receive requests for twice the available funds.

Your complete application must be received or postmarked as of the deadline. Be sure to allow a lot of time before the deadline to receive your supporting documents. We are here to help you with any questions you have, but you must contact us **AT LEAST** two weeks before the deadline.

SECTION C:

Work Schedule

- Outline how long you think your project will take and the estimated or actual dates of your event.
 - When are you going to start working on your project?
 - How long will it take you to complete the project?

SECTION D:

Goals and Objectives

- List the objectives of the project.
 - Are you creating a new artwork?
 - How will the project grow or hone your skills as an artist?
 - Will you be exploring new methods for creating art?
 - Will you be presenting a new work?
 - Are you taking part in professional development?
 - Will you be working under a trained professional to develop your skills?

Evaluation

- Provide a brief description of how you will evaluate the success of your project.
 - a) Identify one or more of the project results that you expect to measure.
 - b) Describe the activities that will be undertaken to achieve the results:
 - List the learning outcomes of the project.
 - List and briefly describe the measures that will be used to assess each learning outcome.

SECTION E:

Participants

- List the names and backgrounds of individuals involved in the project (resumes can be attached)

Price Quotes and Letters of Confirmation

- Budget items must be supported by quotes
- Examples of price quotes are:
 - A print out from an airline's website showing the price of a plane ticket
 - An email from a hotel or equipment supplier confirming their rental prices
 - A formal quote for services from a service professional
- Where you have identified a specific person to take part in your project, a letter of confirmation from that person is required
- Acceptable forms of letters are:
 - A signed letter from the participant
 - An email directly from the person to our office confirming their participation

SECTION F:

Samples of Work

- Where possible samples should be directly related to the project
- For events promotional materials such as posters, newspaper articles, and brochures are acceptable
- Samples are a direct representation of you / your organization so submit the best quality samples you can

Signed Letters of Support

- Letters can be from members of the artistic community, community leaders, or members of the community as a whole
- Letters should show a familiarity with the applicant and their work and support for the specific project being applied for.
- Letters must be signed by the writer.