

## The Performing Arts Grant Application Guide

As this application is one of the more important documents that your arts council will complete in any given year, please spend a few minutes reviewing what is required.

The application and budget forms are sent out to arts councils by email and hard copy in September for completion by the Showcase weekend, or at the very latest by the end of November. The Performing Arts Coordinator starts to negotiate with the agents by mid-November and is routing tours by December, so any delay to this timetable will affect all of the other arts councils. This is particularly important for those artists who have showcased, as one late arts council can result in a delay in the routing, and the confirmation of the performance dates.

- **President and Performing Arts Contact Information** – this information must be kept up to date as the artist will receive the Performing Arts Contact information.
- **Booking Restrictions** – prior to completion of the form, please talk to your venue, as well as the local REDA office, local sports groups and the rural municipality or mayors/ reeves office about events that they know are scheduled for the upcoming season. The PA Coordinator cannot always avoid conflicts but will always attempt to accommodate these requests.
- **Programming Selections** - obviously everyone will have some idea before Showcase as to who they are interested in. Ideally by the time the Sunday morning booking meeting occurs you should be able to complete a large number of your selections. The P/A Coordinator will include as much information from the artists as possible in the Price List the arts councils receive in September. Please check carefully regarding technical and hospitality requirements. Even though we always call for an all-inclusive show, not all artists are able to accommodate the OSAC request. Your Alternate Choices are those shows you would consider if your primary choices cannot be made to work for you.
- **Final Report Page** – it is very important for your arts council and for OSAC that accurate reporting to our funding agencies be done in a timely manner. It is important that this form be completed as accurately as possible as to projections in October and completed accurately in May, at the end of the season with the actual numbers.

- **Subscription and Season Ticket Sales** – this is your major source of income, so it is important that your information be as accurate as possible. The projected lines are what you are expecting to sell for the upcoming season – broken down by price. If you have historically sold 50 adult, 10 student and 25 senior subscription packages, chances are your upcoming season will not be that different. As well, your historical door sales will be a great place to start when completing the Single Ticket section. When the form is returned to you, please insert the exact numbers, by price. Several of the reports OSAC is required to complete ask for a breakdown of Senior, Youth and Regular tickets and it is also important to know this for your own marketing needs.
  
- **Revenue Detail** - this section deals with all of the money your arts council expects to collect from fundraising, grants as well as ticket sales obviously.
  - The OSAC Performing Arts Grants are not set until the OSAC funding is set – usually September of the upcoming season, **but for budgeting you can use 20% of your expected artist fees for the coming year to a maximum of \$4000.00.**
  - The non OSAC ticket sales are based on shows that your arts council may present outside of the series or as a fundraising opportunity.
  - Sponsors are those cash donations received from local businesses.
  - GST Refunds are available to non-profit groups.
  - Special Events that are used as fundraisers are included on this line.
  - Non OSAC grants are those from municipal, provincial or federal sources.
  - Merchandise Commissions is the 10% that OSAC will negotiate into every contract unless you are specifically told otherwise. This is the fee the arts council receives for providing the space as well as the person selling the merchandise in many cases.
  - Concession sales can be a lucrative fundraiser for your arts council, or it can be given to another non-profit group as a way for them to raise funds. If this is the case, you may want to look at requesting a percentage.
  - Other sources of income such as Interest must also be listed.
  
- **Expense Detail** should only include those expenses directly associated with Performing Arts. Costs such as GST on performer fees, Arts Council Membership Fees, costs associated with other conferences and visual arts fees and expenses should not be included.
  - **Performer Fees** should be based on the interest shown at the booking meeting by other arts councils, or using a mid-price from the Price List. It is not recommended that you assume that every show will be at the 8+ price unless you see that trend developing at the booking meeting. The Performing Arts Coordinator will always get the best price possible for the arts councils; however artists travelling from any distance may have difficulty agreeing to the 8+ price for only three shows.
  - **Venue** – you will have negotiated your venue costs the previous spring or summer and should know what your per show cost will be. If you are requesting only weekend shows, please keep in mind that it may cost more for a weekend rental.

- **Brochures/Posters** – one of the services OSAC provides is professionally designed and printed brochures and posters. The costs are not that different year to year and the Performing Arts Coordinator can let you know the approximate cost. This is also the line your arts council should use if they produce brochures locally.
- **Advertising** - radio, newspaper, website, billboard or other advertising outlets.
- **Printing** – all costs of printing pamphlets, posters, brochures or table cards.
- **Labour** – if you need to pay your loading crew, electrician or concession staff.
- **Equipment Rental and Piano Costs** – although OSAC always requests that artists supply their own Sound equipment it is not always possible. The Price List will let you know if the Arts Council is responsible for providing sound or lights and you should set your expenses accordingly. Piano costs are similar – if your arts council is fortunate enough to have access to a piano. If you decide on booking three artists that are using your piano, you should budget for three separate piano tunings. A piano tuned immediately prior to a performance is a non-negotiable section of most contracts and will only increase the listening enjoyment of your patrons.
- **Administration costs** are those associated with the day to day running of the Arts Council office dealing with the Performing Arts. Costs such as stamps, staff, utility bills or paper should be included here.
- **Hospitality** – OSAC will attempt to keep your hospitality costs as low as possible. It would be wise to budget for at least bottled water, pop and a light snack for each show. You will not be required to provide liquor as a result of the contract OSAC enters into with the artist.
- **GST Paid** – other than the GST on Performers Fees, all other GST paid should be entered on this line. That would include tax on venue rental, gear rental, hospitality etc.
- **SOCAN** – **\*\* If you have Opted in to Central Reporting this can be an estimated value in budgeting and the value for both SOCAN and Re:Sound in your actuals which you will receive in early May.\*\***

This is the fee all venues MUST pay to the group that represents songwriters. The Fees are per concert - 3% of gross ticket sales for popular music and 1.56% of gross tickets sales for classical music concerts. The minimum per event is \$35.00. If there is no admission charged, a fee of 3% of the performer fee, with a \$35.00 minimum per concert is required. More information can be found at [www.socan.ca](http://www.socan.ca) or contact the Performing Arts Coordinator

- **Insurance** is a requirement for presenting a performing arts performance. This may be an area where your local insurance broker would be willing to make a partial donation to the Arts Council.
- **There is now a line for Showcase expenses.** A number of Arts Councils had asked that Showcase expenses be part of the budget as it is a major expense, as well as the way the Performing Arts season is chosen. I would recommend that you try to include only Performing Arts related expenses.