1. Contact Name:
	1. Organization Name:
	2. Address 1:
	3. Address 2:
	4. City/Town:
	5. State/Province:
	6. ZIP/Postal Code:
	7. Email Address:
	8. Phone Number:
2. Organization Information
	1. Website:
	2. Twitter:
	3. Facebook:
	4. LinkedIn:
3. Legal Information (where applicable)
	1. Fiscal year end (d/m)
	2. Date of incorporation: (d/m/y)
	3. Charitable registration # (if applicable)
4. Community Engagement: Organizational Profile
	1. # of Full-time Employees
	2. # of Part-time Employees
	3. # of members (for organizations that have paid membership programs)
	4. % of members residing in Oakville (for applicable organizations)
	5. # of students (for organizations holding classes / workshops)
	6. # of Board Members / Executive
	7. # of volunteers
	8. Total hours volunteered
5. Sustainability: What fiscal year are you reporting on? This should be the most recent fiscal year completed, i.e.July 1, 2016 - June 30, 2017.
6. Sustainability: What grant amount did you receive in 2017?
7. Artistic Development/Merit: What is the purpose of your Organization? (Who your organization is and why you are important to the community)
	1. To support organizational sustainability
	2. To support volunteer recruitment, training and development
	3. To build audience reach (i.e. ticket buyers, consumers of art)
	4. To engage new participants (i.e. members, volunteers)
	5. To celebrate multiculturalism and educate the public on diverse art forms
	6. To develop artistic programming
	7. To foster intellectual, social, physical, and emotional growth and well-being through arts and culture
	8. To provide accessibility and opportunities in arts and culture to all income levels
	9. To increase the quality of life for all residents
	10. To create job growth in the arts and cultural sector
	11. To help leverage further funding from other sources (i.e. grants, sponsors, donors, etc.)
	12. Other
8. Artistic Development/Merit: What were the goals of your funding request for 2017? (Please select the most applicable goals, 2 or 3 maximum) Be specific in how you used the grant funds:
	1. To support organizational sustainability
	2. To support volunteer recruitment, training and development
	3. To build audience reach (i.e. ticket buyers, consumers of art) To engage new participants (i.e. members, volunteers)
	4. To celebrate multiculturalism and educate the public on diverse art forms To develop artistic programming
	5. To foster intellectual, social, physical, and emotional growth and well-being through arts and culture
	6. To provide accessibility and opportunities in arts and culture to all income levels to increase the quality of life for all residents
	7. To create job growth in the arts and cultural sector
	8. To help leverage further funding from other sources (i.e. grants, sponsors, donors, etc.)
	9. Other
9. Artistic Development/Merit: What were the results in meeting your goals, based on your measures? Be specific in how you used the grant funds.
10. Artistic Development/Merit: Did you have any challenges in meeting your goals? If so, what were the conditions that led to these challenges? How are you re-working operations to address these challenges?
	1. total # of classes / workshops
	2. total # of performances
	3. total # of exhibitions
	4. total # of events
	5. total # of festivals
	6. total # of collaborations / partnerships
11. Community Impact: List the total amount of activities you programmed in each applicable area based on the activities of your group in your reporting fiscal year:
	1. classes / workshops
	2. performances
	3. exhibitions
	4. events
	5. festivals
	6. collaborations / partnerships
12. Community Impact: Beside the appropriate categories, list all of your activity names and the date(s) on which they occurred in your reporting fiscal year.
	1. classes / workshops (total # of people)
	2. performances (total # of people)
	3. exhibitions (total # of people)
	4. events (total # of people)
	5. festivals (total # of people)
13. Community impact: List the total attendance for any applicable area based on the activities of your group that occurred in your reporting fiscal year:
	1. Classes / workshops (total # of people)
	2. Performances (total # of people)
	3. Exhibitions (total # of people)
	4. Events (total # of people)
	5. Festivals (total # of people)
	6. Other (please specify)
14. Community Impact: How did your organization reach out to the community to share your activities and art form? (Check all that apply)
	1. We have a website
	2. We use social media (i.e. Facebook, Twitter, LinkedIn, etc.)
	3. We input our arts activity in Oakville Arts Council on-line calendar
	4. We use Oakville Arts Council brochure rack program
	5. We keep our contact information current on Oakville Arts Council member directory
	6. We create and distribute marketing materials (i.e. posters, brochures, postcards, etc.)
	7. We build solid relationships with our local media (i.e. press releases, etc.)
	8. We have a budget for advertising
	9. We invite Mayor and Council, MPP and MP to events
	10. We are a Town of Oakville CORE member
	11. We utilize Town of Oakville facilities (i.e. Oakville Museum, Oakville Centre for the Performing Arts, Coronation Park, QEPCCC, Town Hall, etc.)
	12. We participate in Culture Days
	13. We partner with other groups and our greater community
	14. We participate on committees at Queen Elizabeth Park Community and Cultural Centre
15. Community Impact: (If applicable) Tell us about your partnership/collaborations in the community.
16. Community Impact: How did your organization benefit from volunteer assistance?
17. Sustainability: Describe the make-up of your board or governing body. What do they do to support the organization?
18. Sustainability Revenue (reporting fiscal year) Cash only
	1. Grants - Town of Oakville (request)
	2. Ontario Trillium Foundation
	3. Ontario Arts Council
	4. Oakville Community Foundation
	5. Other Grants
	6. Endowments
	7. Sponsorship / Donations
	8. Membership fees
	9. Ticket Sales / Subscriptions
	10. Other sales/fundraising (i.e. CD's, T-shirts, etc.)
19. Sustainability: Expense (reporting fiscal year) Cash only
	1. Administration (i.e. printing, postage, insurance, etc.)
	2. Rent
	3. Salaries / Fees / Honorariums
	4. Production / Exhibits / Events
	5. Services
	6. Classes & Instruction
	7. Communications & Marketing
	8. Other
20. Sustainability: Please provide a brief explanation of any profit or loss exceeding $1,000
21. Sustainability: Please provide a brief explanation of any in-kind support received and the total fair market value of the in-kind support received.
22. Sustainability: What actions or recommendations has your group followed up on based on the feedback of the jury review panel?
23. Progress Report (If applicable): If you received funding in 2017 and this funding is not a part of your 2016 - 2017 report, but will be reported on in your 2017-2018 report, indicate your program goals and measures:
	1. To support organizational sustainability
	2. To support volunteer recruitment, training and development
	3. To build audience reach (i.e. ticket buyers, consumers of art)
	4. To engage new participants (i.e. members, volunteers)
	5. To celebrate multiculturalism and educate the public on diverse art forms
	6. To develop artistic programming
	7. To foster intellectual, social, physical, and emotional growth and well-being through arts and culture
	8. To provide accessibility and opportunities in arts and culture to all income levels to increase the quality of life for all residents
	9. To create job growth in the arts and cultural sector
	10. To help leverage further funding from other sources (i.e. grants, sponsors, donors, etc.)
	11. Other
24. Progress Report (If applicable): Are you having any challenges in meeting your 2017 goals? If so, what are the conditions to these challenges? How are you re-working operations to address these challenges?
25. Town Council approved a significant increase to the Cultural Grants Program in 2017. Please let us know how the additional funds enhanced your organization and what you were able to accomplish because of the increase.
26. We wish to apply for a 2018 Town of Oakville Cultural Grant:
	1. Yes
	2. No
27. Total 2018 grant amount requested ($)
28. 2018 Request: Artistic Development/Merit: What are the goals of your funding request in 2018? (Please select the most applicable goals, 2 or 3 maximum) Be specific in how you plan to use the grant funds:
	1. To support organizational sustainability
	2. To support volunteer recruitment, training and development
	3. To build audience reach (i.e. ticket buyers, consumers of art)
	4. To engage new participants (i.e. members, volunteers)
	5. To celebrate multiculturalism and educate the public on diverse art forms
	6. To develop artistic programming
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	8. To provide accessibility and opportunities in arts and culture to all income levels to increase the quality of life for all residents
	9. To create job growth in the arts and cultural sector
	10. To help leverage further funding from other sources (i.e. grants, sponsors, donors, etc.)
	11. Other
29. We have provided the following information to the Oakville Arts Council c/o Bernadette Ward:
	1. Emailed current Board/Executive List with names, positions and tenures to bward@oakville.ca
	2. Emailed 2018 Operating Budget (Revenue and Expense) to bward@oakville.ca
	3. Emailed Financial Statements including balance sheet and profit/loss statement to bward@oakville.ca
	4. Emailed material that recognizes grant support to the Oakville Arts Council (i.e. programs, posters, postcards, brochures, etc.)
30. Terms and Conditions
	1. We have read the eligibility criteria, submitted our Final Report and understand that should our Final Report be approved by the review panel, we will be invited to submit an application
	2. We consent to release: Pursuant to the Municipal Freedom of Information and Protection of Privacy Act, information on this form may be released on request On behalf of, and with the authority of the above-mentioned organization, we certify that we have read and understand the terms and conditions of the Town of Oakville Cultural Grants.
	3. Further, we certify that the information given is true, correct and complete in every aspect.
	4. By typing our names and email addresses in the box below, we authorize this Final Report on behalf of our organization.
31. Application Approval
	1. The organization has approved our Final Report at its meeting on: DD / MM / YYYY
32. Application Approval
	1. Name
	2. Email