

**Expert Panel Comments
Organization Arts Projects
June 1, 2016 Intake**

The expert panel felt that the quality of the applications was quite high. However priority was given to those proposals where the activities and outcomes were well-defined, had a wide impact and were supported by clear budgets.

Project descriptions should begin with a concise introduction of your proposed activities so the expert panel has a clear understanding of the project.

Budgets should be detailed enough to provide ample evidence the project is both reasonable and achievable. They should only contain items with specific relevance to the proposed activities.

The expert panel favoured applications whereby the project budget reflected appropriate artist compensation according to generally-accepted industry standards, such as Canadian Actors' Equity and CARFAC.

The expert panel expressed concerns about capacity when organizations proposed projects that had expenses greater than their annual operating budgets. Organizations may want to provide support materials that demonstrate their capacity to successfully execute these projects.

The expert panel at times lacked the necessary context in which to place the project as the proposal did not contain enough information about the organization's previous activities, scope and the community served. Organizations should provide a full description, encompassing the scope of their activities and abilities that would assist the panel in making decisions.

If an organization has partners in the project, the expert panel would like to see letters of support from these partner organizations outlining their commitment and contributions.

The expert panel gave a higher priority to projects where the organization demonstrated a strong commitment to their project, with reasonable financial and/or internal resources being allocated to their proposed activities.

The expert panel urges organizations that are applying for an internship to clearly outline the learning opportunities for the intern. Demonstrations of qualified mentorship opportunities will strengthen applications. Internships should not be seen as opportunities to provide staffing for existing operations.

If provided, support material should include projects and activities that highlight and exemplify the activities for which you are applying. Support material should be good quality and clearly visible and/or audible.

For applicants unfamiliar with the application process, the expert panel recommends that organizations or groups avail themselves of Arts Branch staff for both consulting services and advice on how to properly prepare an application prior to submission.