



# Club Workshop Grant Application

FOR QUALIFYING MEMBER CLUBS

## Alberta Community Art Clubs Association

Society No. 500053301

Registered Charity No. 8984 20948 RR001

This application form must be completed and submitted to the ACACA Treasurer for review and approval by the ACACA Executive Committee. Please make sure to carefully read the criteria listed below before submitting.

### Club Workshop Grant Application Form

name of host club

contact person

address

zone

city / town

postal code

email

contact person phone

type of workshop

date(s)

location

rent (if applicable)

registration fee

instructor's name

instructor's email

instructor's phone

instructor's fee

hours of instruction

estimated class size

type of outreach planned

### Grant Criteria and Information

Art Clubs\* that are members of the ACACA are entitled to four (4) workshop grants PER ZONE, per fiscal year in the amount of \$400.00. This grant includes paint-outs with instruction.

NOTE: This Application Form must be reviewed and approved by the ACACA Executive, please review the Application form carefully.

#### Club Workshop Grant Criteria and Information

1. Four workshops or paint-outs per zone will be entitled to a \$400 grant in each fiscal year, if the following criteria are met:
2. The Club must be a paid member and have hosted a Zone Show in the last ten (10) years.
3. a) Application deadline is July 31 of each year, late applications will be denied.  
b) Applications will be processed in the order that they were received.
4. Preference will be given to clubs planning some sort of outreach beyond their membership.
5. A club or local group must be willing to accept responsibility for advertising, bookings, handling registrations, guaranteeing class size, providing overnight accommodation for instructor and securing local grant(s) if available.
6. Some kind of outreach is encouraged, for example: invitations should be extended to persons from the community, older students in school and interested seniors.
7. ACACA's sponsorship of the Workshop should be noted by having ACACA promotional materials available and given to the participants.
8. Applicants must submit the Workshop Grant Application form to the ACACA Treasurer for review and approval.
9. A minimum of eight (8) participants must be registered.
10. The club must submit the Workshop Report form to the ACACA Treasurer within 30 days of the completion or funds will be revoked.

\*Any ACACA member or group of members that do not belong to a club may apply for this Workshop Grant, but must be pre-approved by the ACACA Board and must follow the same criteria as a club.

#### APPLICATION DEADLINE: July 31

Application forms are also available on the ACACA website at [www.acaca.ab.ca](http://www.acaca.ab.ca)



# Club Workshop Report

## Alberta Community Art Clubs Association

Society No. 500053301  
Registered Charity No. 8984 20948 RR001

This form must be completed at the conclusion of any Alberta Community Art Clubs Association assisted workshop and submitted to the ACACA Treasurer within 30 days.

### Club Workshop Report Form

name of host club

address

city / town

postal code

email

club contact

phone

date(s) of workshop

location (address) of workshop

rent (if applicable)

registration fee

instructor name

instructor mailing address

email

phone

hours of instruction

cost of instruction

class size (please provide the names and addresses of the workshop participants on a separate sheet of paper and mail with this form)

names of community clubs participating

evaluation of workshop and comments: (if necessary, include on a separate sheet of paper mailed with this form)

We declare the above to be a true report and furthermore that the grant money received from the Alberta Community Art Clubs Association will be used to pay for art instruction.

Person to whom grant is sent: \_\_\_\_\_

Witnesses:

Name \_\_\_\_\_ Name \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_