

PROGRAM FUNDING APPLICATIONS
PEACE-LIARD REGIONAL ARTS COUNCIL

INTENT

To encourage program development in the region, to expedite paying of program expenses, and to prepare for completion of the financial statements.

REGULATIONS

1. Applications for refund of program expenses must be made to the Treasurer on the appropriate forms supported by documentation and/or receipts, and received by the deadline.
2. It is the responsibility of Community Arts Council representatives sitting on the PLRAC Board to remind CAC Treasurers and Presidents of deadlines.
3. The deadlines are:
 - a. May 31 of the current year for the Art Collection.
 - b. November 1 of the current year for the Leadership Grant.
 - c. November 1 of the preceding year for the Juried Art Show.
4. Cheques will be issued only after approval by the Board.

PROCEDURES

1. Immediately following the Annual General Meeting, the Executive Director will request applications for the appropriate program(s) of the current year according to the established rotation schedule.
2. All forms are available for printing on the internet.
3. Completed forms can be emailed or posted to the Executive Director of the PLRAC
4. If an application requires revision, the CAC representatives on the PLRAC will assist the CAC President to submit a revised application.

Originally Approved: _____

Approval Date: _____

(Revised) _____

Renewal Date: _____
