



# The Sheila Hugh Mackay Foundation Special Project Funding 2014

Each year, the Sheila Hugh Mackay Foundation provides one grant cycle to assist in the promotion and development of visual arts within the province of New Brunswick.

## Phase 1: Concept Letters

The Board of Directors invites concept letters outlining a proposal for funding between \$2000 and \$10,000. Concept letters should include the Application Cover Letter (see page 2) and no more than one additional page. Concept letters are intended to provide an overview of the project. The letter should provide clear and basic information on the proposed work and your vision of the expected outcome of the project.

The receipt of all concept letters will be acknowledged; ***however, only those selected by a committee of the Board of Directors will be invited to submit a full proposal.***

Concept letters must be submitted via mail to:  
The Sheila Hugh Mackay Foundation,  
PO Box 416, Saint John, NB E2L 4L9

## Phase 2: Full Proposals

Concept letters selected in Phase 1 will receive an invitation to submit a full proposal. Further guidelines will be provided at that time. The Sheila Hugh Mackay Foundation reserves the right to request alterations or adaptations to all requests.

## Phase 3: Funding

The Sheila Hugh Mackay Foundation will publicly announce projects chosen for funding. Selected projects will need to submit a mid-term progress report as well as a completion report for all grants bestowed under this program. The Sheila Hugh Mackay Foundation retains the right to publish or advertise the results of all special projects funded through this initiative. The support of the Sheila Hugh Mackay Foundation must be acknowledged publicly.

## Special Project Funding proposals should respond to clearly articulated needs within a New Brunswick visual arts community such as:

- having a meaningful impact on the cultural climate of New Brunswick
- providing opportunities for creative exploration and education
- supporting the creation of public art
- promoting New Brunswick artists through critical writing or other documentary media
- creating or enhancing networking opportunities for artists

## Preference will be given to projects that:

- present measurable goals and outcomes
- have partnership potential
- provide a project leader or director
- present clear timeframes and implementation strategies
- target a specific need within a community
- identify evaluation criteria

## 2014 Project Proposals Deadlines

- Initial concept letter should be postmarked by February 7, 2014.
- Invitations to submit full proposals will be issued by March 15, 2014.
- Full Proposals must be postmarked by May 30, 2014.
- Projects must be completed within a year of the funding or at a mutually arranged date.



# 2014 Special Projects Application Cover Page

Title of Project \_\_\_\_\_

Grant Request (range: \$2000 - \$10,000) \_\_\_\_\_

Projected Start Date \_\_\_\_\_ Projected Completion Date \_\_\_\_\_

## **Applicant Contact Information**

Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Prov \_\_\_\_\_ Postal Code \_\_\_\_\_

Website \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Day Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

**Overview of Project** (For example: A summary of goals / target audience / use of funds)

**Fill in the fields above and save a copy of the PDF or print clearly. You may include one additional page.**