

## SAMPLE PROPOSAL LETTER

To the Review Panel:

The Cold Creek Arts Society is a nonprofit arts organization incorporated in 1999 and based in Cold Creek, Alberta. We are hosting a two-day multicultural festival in Cold Creek the last weekend of September. The multicultural festival will highlight the diverse cultural aspects of our community as well as local talent, family activities, museum tours, outdoor activities, and other fun activities.

This event began in 2014 and has grown each year by adding more events and creating partnerships between more organizations and groups in the community. The partnerships help us coordinate a large number of free family friendly events that provide our residents and visitors exciting cultural experiences to participate in. This results in a celebration which touches on every aspect of culture - music, singing, art, dancing, and local history. There are free children and youth workshops and a number of concerts by local performers. The following community businesses have graciously agreed to support our involvement with Alberta Culture Days: Bank of Calgary, Digby Real Estate, Mom and Pops Grocery Stores, and SlowGas.

We will promote the event through our website, blog, social media sites, local radio stations and on the municipality's event page. We will work with the municipality to place posters in local businesses and will create posters to be placed on light stands.

The Cold Creek Arts Society is submitting this application to be considered a Host Celebration Site for Alberta Culture Days. We will kick off our programming with opening ceremonies and cultural showcases on Friday. We will involve schools by hosting workshops and storytelling. The day will end with a festival and family dance in the downtown core. On Saturday we will have an old fashioned canning demonstration and a multicultural showcase called "Around the World in 8 hours". For more detailed information see our programming sheet attached to the application. The event will also include performances by local indigenous artists/groups and African dancers and drummers.

If chosen for funding, this grant would go directly to funding free family-friendly programs and pay for the local artists, performers, and exhibitors. Enclosed please find letters of support from the Mayor, MLA and partner organizations.

We are very excited about our plans for this year and hope that our application to become a Host Celebration Site is successful.

Yours truly,

Elizabeth Taylor

**Alberta Culture Days - Multicultural Fiesta**  
**Cold Creek, Alberta**  
**September 16 and September 24**

**Program Descriptions**

**Saturday, September 16**

***Workshops for school students by local artists (10:00 - 1130 a.m.):***

15 local artists will spend Friday morning at 5 participating schools and give students an opportunity to see the artists' work and then produce a masterpiece of their own with the artists' guidance. There will also be a theatrical performance by the students.

***Opening Ceremonies and Cultural Showcase (12:00 p.m., Central Community Hall):***

Area politicians and local elders will open Alberta Culture Days with a smudging ceremony and flag entry ceremony depicting the variety of local cultural groups. Select musical and dance performances follow with a lunch featuring indigenous food.

***Storytelling sessions by local elders (1:00 - 4:00 p.m.):***

5 storytelling sessions will be facilitated in the afternoon at 5 participating schools.

***My Culture is Your Culture Street Festival (5:00 – 10:00 p.m. in downtown Cold Creek):***

- The diverse cultural foods of local restaurants and participating multicultural groups will be offered to the public for free.
- The downtown stores and boutiques, as well as participating multicultural groups will set up a street market and offer goods and products from their cultures.
- Street performers (stilt walkers, clowns, balloon artists) and buskers will entertain the crowds.
- Multicultural performances will take place on the central stage:
  - Hoop dancing
  - Ukrainian dance group
  - Filipino dance group
  - African drumming
  - Bollywood dancing
  - Choirs and musical performances
  - Francophone Artiste de Cirque

***Family Dance (10:00 p.m. - 12:00 a.m. in downtown Cold Creek):***

The party will conclude with a family dance featuring multicultural performers and local artists.

**Program Descriptions**

**Saturday, September 24**

***Pancake Breakfast at the Farmers Market (8:00 a.m., Farmers Market grounds on Central Street)***

Town's Mayor and local MLAs will host a free pancake breakfast. Supplies will be provided by local farmers

and growers to promote local product. Entertainment will be provided by a local fiddlers group.

***Around the World in 8 Hours (12:00 - 8:00 p.m., Central Community Hall, Cold Creek Museum, Cold Creek Central Park, Cold Creek Multicultural Society)***

- Parade of Nations, featuring national costumes of different cultures that are part of our community, will kick off this exciting and family friendly afternoon.
- Various multicultural visual art workshops will be set up in the main hall of the Cold Creek Multicultural Society and facilitated by participating multicultural groups. Culinary treats will be provided.
- Displays on the history and heritage of different cultures that are part of our community will be set up at the Central Library. Sessions by local cultural leaders will be held to share the experiences of each culture, ask questions and gain a better understanding of each culture. Culinary treats will be provided.
- A Chili cook off and bannock making contest will take place at the Central Park. Various community sponsors (local bank, stores, gas stations) will compete for the title of Chili King and attendees get to taste the various recipes followed by desserts from around the world prepared by participating multicultural groups.
- A mini international film festival will take place at the Central Community Hall featuring films and cartoons (with subtitles) from different countries. A large screen TV and benches will be set up in the main hall.
- The day will wrap up with a BBQ and a community soccer games at the Central Park.



## Alberta Culture Days: Budget Template

**Organization Name: Cold Creek Art Society**

### Revenue

FUNDING	\$ VALUE	SOURCE/COMPANY
<b>Requested Grant Amount</b>	\$5,000.00	Alberta Culture
Other Funding (if applicable)		
Cash	\$900.00	Mom and Pop Grocery
Cash	\$2,500.00	Bank of Calgary
In kind	\$1,000.00	Digby Real Estate
In kind	\$125.00	SlowGas
<b>Total Revenue</b>	<b>\$9,525.00</b>	

### Expenditures

ITEM DESCRIPTION	ACD Funds	QUOTE/ESTIMATE SOURCE
Rental of venue (2 days)	\$500.00	Digby Real Estate (in Kind)
Artist fee (\$100/1 hr session)	\$200.00	Jane Smith - instructor Learning to Draw Still Life
Paper and drawing materials for Still Life workshop	\$150.00	Lois' Art Supplies
Artist fee for Evening Music Concert (3 groups/day,\$300/group)	\$1,800.00	The six musical groups' performance quote is supplied within the Community Support
Rental of PA system (2 days)	\$325.00	Special Rentals Inc. (in Kind)
Rental of stage lights (2 days)	\$200.00	Special Rentals Inc. (in Kind)
Artist fee for Painting with Kids workshop (\$100/1hour session)	\$200.00	Jane Smith – workshop instructor
Refreshments and snacks for volunteers, artists and evening	\$200.00	Jason's Foods Inc.
Marketing and promotions (event posters, print ads)	\$850.00	Jeffrey's Marketing Inc.
Bollywood Dance workshop and performance	\$600.00	South Asian Dance Classes
Indigenous Dancers	\$1,000.00	Auger Dancer
<b>Total ACD Requested Funds</b>	<b>\$6,025.00</b>	
ITEM DESCRIPTION OTHER FUNDING	Other Funds	QUOTE/ESTIMATE SOURCE
Contract wage - sound technician for evening concert (\$30/hr., 5 hrs./day)	\$2,000.00	Tom the Sound Man Inc.
Theatrical workshop supplies	\$1,000.00	Green Giant Theatre Group
Paper and paint supplies for the Painting with Kids workshop	\$150.00	Lois' Art Supplies
Rental of stanchions for the Art Walk	\$250.00	Special Rentals Inc.
T-shirts for volunteers (\$10/t-shirt, 10 volunteers)	\$100.00	Jim's Custom T-shirts
<b>Total Other Funding</b>	<b>\$3,500.00</b>	
<b>Total Project Cost</b>	<b>\$9,525.00</b>	