

## Leadership: Funding Application

Through the generous support of our donors, Banff Centre for Arts and Creativity is pleased to offer a limited number of partial funding grants for leaders engaged in arts, culture, non-profits, registered charities, and social-entrepreneurs. Funding is allocated based on a demonstration of need for support, the strength of an application, and the impact the program will have on you both personally and professionally.

Your application for financial support will be reviewed and assessed on the basis of receiving the following information.

### Attach with your grant application a one page document outlining the following:

1. Please share a bit about your organization and your role within it, if applicable.
2. Reasons why assistance is required (e.g. limits in your organization's training budget)
3. Charitable registration number, if applicable.
4. Describe the impact this program will have on you both personally and professionally-(e.g. the impacts on your team, organization, community, and/or personal life).
5. You/your organization's financial contribution to attend the program (i.e. how much are they able to cover towards the costs of tuition, accommodation and food).
6. Please specify any external grants you have or are applying to for additional support and the amounts.
7. The minimum amount of funding required from Banff Centre.

Tip: When calculating your numbers above, please be aware that Banff Centre does not have funding available to cover the costs of travel. Therefore, all requests should be reflective only of the Program Costs as advertised in the fees and financial section of our program pages on our [website](#). There are external grants which you can apply to support your attendance, such as the [Canada-Alberta Job Grant](#) (or other provincial job grants and travel grants) along with the [Canada Council Travel Grant](#), which many of our participants successfully apply for.

**Whilst your funding is under review, we cannot guarantee the amount we can offer or availability of a place in the program.**

Once the funding review has been completed, you will be notified (usually within 5 business days) if we have space in the program and send an offer indicating the amount of funding we can support. You will then have time to review the offer and confirm if it meets your needs and are able to attend. Only upon acceptance of the offer and payment of the deposit is your place in the program confirmed. Many of our programs fill-up before the deadline, therefore we strongly recommend that you submit your funding request in full as soon as possible.

**Please ensure your one-page funding application meets all of the above requirements and that you sign and return this form to [leadershipadmissions@banffcentre.ca](mailto:leadershipadmissions@banffcentre.ca) or fax: 1-403-762-6345.**

I wish to apply for a grant for the following program:

\_\_\_\_\_ on \_\_\_\_\_  
*Program Name* *Program date*

I agree to the terms and conditions below, should I receive a grant

**Terms and Conditions**

Once an amount of funding has been allocated to you, it is unavailable for someone else. For this, and additional reasons established by our donors, we have the following conditions attached to all of our grant awards.

1. The grant is awarded to the individual – payment is applied to their individual Banff Centre account.
2. The participant must complete the full course.
3. Should the intended participant not be able to attend, no substitutions are permitted.
4. Cancellations (less than two weeks prior to course start) and no-shows to the course selected will result in you being ineligible for further grants for at least the one year. Regular cancellation penalties will also apply; please inquire for details.
5. Participants may be asked to meet with their donor at the Closing Banquet during the program to share their experience.
6. Participants receiving this funding must complete the required evaluation process at the end of the course.
7. Participants must provide donor thank-you letters and post-course requests for testimonials and additional feedback. Participants may also be asked to reflect on the expected benefits and processes, to share their learning, and report on the impact of the course on their leadership and organization.

\_\_\_\_\_  
*Participant Signature*

\_\_\_\_\_  
*Date*

If you have any questions about this process please call 1-888-255-6327 or email [leadershipadmissions@banffcentre.ca](mailto:leadershipadmissions@banffcentre.ca)

---