



## WEA ARTS INFRASTRUCTURE GRANTS Application Checklist

Please include the following in your grant application package, in the order listed:

- Application Form.** Completed, signed and dated.
- Applicant's Statement.**
  - Number of copies: Three (3).
  - Length: 500 words or less.
  - Formatting: Double spaced, standard margins, 12-point type.
  - Description: Describe yourself, your business, or your organization. Include any relevant credentials and achievements, especially those that involve arts infrastructure development. (For more information about arts infrastructure, please see the Arts Infrastructure Grants Overview.)
- Applicant's Statement of Intent.**
  - Number of copies: Three (3).
  - Length: 500 words or less.
  - Formatting: Double spaced, standard margins, 12-point type.
  - Description: Explain how you intend to use the grant money. Include a proposed budget with the application. Please note that the money should be used in a way that both advances your goals and maintains the WEA Arts Infrastructure mandate. (Please see the Arts Infrastructure Grants Overview for more information.)
- List of Submitted Images, Samples, or Documentation of Work.**
  - Number of copies: Three (3)
  - Description: A digital portfolio of work is required. It may include images of performances, visual art works, public projects, events, and/or scanned copies of published works, reviews, newspaper clippings, etc. (Please see the Arts Infrastructure Grants Overview for more information and format restrictions.)
- Images, Samples, or Documentation of Recent Work.**
- One (1) Letter of Reference.** Signed and dated.
  - Description: The letter should be written by a qualified individual who can attest to the value and impact of the applicant's work.

After you assemble and order the documents listed above, please double-check that your Application Form is signed and dated. Then send the package by post to this address:

WEA, Arts Grants Application Committee, P.O. Box 7024, Windsor, ON N9C 3Y6

OR

Drop off your Application Package in person to The Arts Council Windsor & Region (ACWR)  
1942 Wyandotte St. E, Windsor, between 1pm to 5pm, Tuesday - Friday