**RAMP Capstone Project Funding**

**Application Template**

**For: Organizations and Registered Charities**

An organization may include a registered charity, a registered not-for-profit, a grassroots organization, and ad-hoc collective, a social enterprise, or other collective structure.

**You are welcome to use this fillable document to prepare your RAMP Capstone Project Funding application.** Please do NOT submit this version of your application. All applications must be made via our online forms unless an alternate application process was determined in collaboration with the Rozsa Foundation.

**TELL US WHO YOU ARE**

Organization Name \*:

Organization Mailing Address \*:

Organization Phone Number \*:

Organization Website:

Organization Mandate or Statement of Purpose \*:

Organizational Structure \* (check box – can only select one)

* Registered Charity
* Registered Non-Profit
* Social Enterprise
* Ad-Hoc or Grassroots
* Other:

Charitable Registration Number(\* for Registered Charities only)**:**

Artistic Discipline \*:

*Requested for internal statistical reporting.*

Annual operating budget \*:

*Requested for internal statistical reporting.*

Primary Contact Name \*:

Primary Contact Email \*:

Primary Contact Phone Number \*:

Primary Contact Title\*:

*Please note: the Primary Contact for this funding program should be the RAMP graduate.*

Secondary Contact Name \*:

Secondary Contact Email \*:

Secondary Contact Phone Number \*:

Secondary Contact Title\*:

Board Chair First Name:

Board Chair Last Name:

Board Chair Email:

Board Chair Phone Number:

Board Chair Title:

What year did you complete the Rozsa Arts Management Program? \*:

**PROJECT INFORMATION**

How much funding are you requesting? \*

Project Summary \* (Up to 60 words)

In a couple of sentences please tell us, at a high level, about the activities that would be undertaken with this funding. For example, “With support from an external contractor and my organization’s Board of Directors, I will complete a venue needs analysis for our new programs. This will help us understand what we need from a new venue and how much it would cost, to inform a decision about whether we should move.”

Strategic Alignment \* (Up to 300 words)

Tell us how this Capstone Project aligns with one or more of your organization’s strategic priorities or your individual goals.

Full Project Description \* (Up to 800 words)

Tell us about the Capstone Project you developed in RAMP and how this funding will further that project and its objectives. Use the following questions to prompt your writing of your project description

* What is the challenge that your Capstone Project identified and/or addressed?
* What are the current symptoms of the challenge and how does your proposed project address them?
* What are the opportunities that your Capstone Project identified and/or addressed?
* How does your proposed project aim to embrace the opportunities your Capstone Project identified?
* Has this project changed or evolved since you presented it in RAMP? If so, how?
* Why is it important that this project be completed now?

**PROJECT PLAN**

Estimated project start date \*:

Estimated project end date \*:

Please share your project plan for this work. We recommend including information about the activities to be undertaken, the people who will be leading, working on, or engaged during the project (both internal and external to your organization), the timeline, and the intended outcomes or desires of the activities. Questions to consider while creating your project plan might include:

* What specific work will you (and your team) be undertaking through the project to address a challenge or embrace an opportunity?
* When will the project take place? Please share the timeline of the project.
* Who will be involved in implementing this project, including yourself?
* How will you work with other team members to complete the project?

Budget - Please complete the ‘Budget’ column in the Rozsa Foundation Budget Template (available on the website) and upload it as support material to this application.

**IMPACT**

Tell us about the impact this project might have on you, your organization, and your community. Questions to consider include \* : (Max. 200 words).

* How does this project further and continue your learning?
* What impact do you hope this project will have on your organization, practice, or community?
* Are there any documents, processes or other resources that will be created through the project?

Personal + Professional Learning Goals

One of the key intentions of the RAMP Capstone Funding program is to support your continued learning and development. Please share any personal and professional learning goals as part of your proposed project. We encourage you to share your goals in point form. \*

Aspired Outcomes

What outcomes or impact do you hope this project will have on your organization, practice, and/or community when it is implemented? We encourage you to share your aspired outcomes in point form. \*

**EDIA**

RAMP Capstone Projects are not required to have Equity, Diversity, Inclusion, and/or Accessibility (EDIA) components. That said, the Rozsa Foundation is committed to working towards an equitable and anti-racist arts community, both through our own organizational practices and through the work, individuals, and organizations we support. To that end, we are curious to hear about any EDIA considerations or outcomes (if any) you may be considering through your project. \*

*The following questions will only be included for assessment if your proposed project is specifically intended to advance EDIA in your organization, practice, or community.*

Do you intend to work with a specific community through this project, or is your project is intended to create impact or opportunity for a specific community or equity-deserving group\*?

Yes or no

If you intend to work with a specific community through this project, or if your project is intended to create impact or opportunity for a specific community or equity-deserving group, please describe how you will be engaging with and including that community or group in exploration and decision-making processes.

**Additional Comments**

Is there anything else you would like to share with the Rozsa Foundation about any part of your project or application?

**SUPPORT MATERIAL**

Mandatory Support Material

Project Budget – you must use the Rozsa Foundation budget template found on our website.

Financial Statements

Additional Support Material

You are also welcome to upload up to two additional documents or pieces of support material that you feel may help us review your application. This might include:

* Quotes and work plans from proposed consultants.
* Project budget support (e.g. quotes, invoices, calculations, projections).
* Confirmation of board or supervisor support.
* Infographics.
* Letters of support from project collaborators.
* Strategic plan
* Information about contributors (e.g. biographies, collaborator mandates).
* Other (e.g. feasibility studies, proof of concept, prior project reports.