

Today's date, 2011

Congratulations! You are the recipient of an art grant for Burn in the Forest 2011. I have enclosed your art grant advance cheque, which is for 75% of your total art grant. The remaining 25% will be paid to you once your installation has appeared at BiTF and after receipts have been received by the Treasurer.

This grant is awarded for the project you have described in your proposal; if you are unable to deliver the completed project for BiTF 2011, or if the project changes significantly and fails to meet GVIAS criteria (shown on the BiTF website), you may be asked to return some or all of the grant funding.

Note: You are welcome to transport your art to and from BiTF on the truck provided by the event, however you and your team are responsible for all loading and unloading in Vancouver and at the event site. If you fail to do so in a timely fashion, you will be asked to repay your grant!

Receipts must be submitted as follows:

1. Original copies of all receipts are required. Photocopies or credit card statements are not acceptable. Each receipt for supplies should have the name of the vendor (store) and its GST number.
2. Please complete the form on the reverse and submit it along with receipts.
3. Reimbursement will only be paid to the Art Grant Recipient.
4. Only items authorized as per the original art grant will be reimbursed. Art Grants cannot be used to pay for labour, transportation from Vancouver to BiTF, event tickets, food or drinks. If your plans have changed, and your expenses are significantly different than your original application, please discuss this with the Art Grants Committee for approval.
5. The receipts and this form can either be given to Diana in person or mailed to:

GVIAS c/o Diana Penney
1738 Parker St.
Vancouver, BC V5L 2K8

6. DEADLINE: All receipts must be submitted by August 15th, 2011. Grant recipients who have not submitted receipts by August 15th, 2011 will be expected to repay their Art Grant Advance.

Thank you for contributing your art project to this GVIAS event! I know that nobody likes paperwork, but as Treasurer it is my job to make sure everything is in proper order. Thank you for your cooperation in helping this process to run as smoothly as possible.

