**Application Form | 2017-2018**

Applications and support materials for the Arts Facilities Mentoring Network should be submitted in PDF format by email to eilidh@artsbuildontario.ca by January 10, 2017.

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| **1. Individual Contact Information** |
| Name: Click here to enter text. |
| Title/Position: Click here to enter text. |
| Email: Click here to enter text. | Daytime or mobile phone: Click here to enter text. |
| Street Address: Click here to enter text. |
| Brief summary of your personal work history and experience: Click here to enter text. |

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| **2. Organization Information** |
| Organization Name: Click here to enter text. |
| Address (including city and postal code): Click here to enter text. |
| Website: Click here to enter text. |
| Registered nonprofit number: Click here to enter text. |
| Year of incorporation: Click here to enter text. |

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| **3. Brief description** **of your organization and its facilities. Include major achievements or challenges, as relevant to your mentorship.** |
| Click here to enter text. |

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| **4. How will mentoring assist you and your organization in addressing current facility related issues as described above?** |
| Include thoughts on how one to one support and other learning opportunities in the program will support your facility issues. Click here to enter text. |

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| **5. What skills would you like to improve and develop through mentoring? Please be as specific as possible.** |
| Please identify 1 or 2 skills you wish to develop through this mentorship. Below are some examples of skills to assist with identification: |
| * Financial, project or asset management
* Accessing capital
* Strategic planning and business planning
* Technical and digital transformation and systems
* Community relationships and strategic partnerships
* Sales and customer relationships
* Design and environment
 | * Property management, leasing, and tenant/landlord relationships
* Marketing, promotion and sales
* Legal issues such as building codes
* Innovation such as alternative uses of public space
* Human resource strategies including managing people, leadership, succession, health and safety
* Accessibility strategies
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| **Please reply here:** Click here to enter text. |
| **6. \*If you have a prospective mentor in mind for the program, please provide their name and information below.** |
| Include their name, organization, title and contact information. Please indicate if you have contacted this individual to be your mentor and how you would benefit from their partnership.Click here to enter text.*\*We are happy to contact a suggested mentor made by an applicant. Please keep in mind that the program does have certain requirements for participating mentors and we cannot guarantee that your recommendation will be the final choice.* |

**Please provide the following support information:**

* A brief (1-2 minute) video of yourself telling us:
	+ who you are
	+ about your organization and building project
	+ how you would benefit by this opportunity

*You can record your video using a smartphone or webcam.*

* A support letter from a credible reference in your community, your board or organization.

**Please send your video, support letter and your signed application to** **eilidh@artsbuildontario.ca****.**

**Please provide your written signature and date,** scanned into your application document. This indicates your agreement with future conditions of the application process.

SIGNATURE DATE

***NOTE:*** *If you are selected, you will have to sign a letter of agreement outlining roles and expectations. There is fee of $175 + HST to the mentorees to participate.*

**You can find this overview and other Arts Facilities Mentoring Network document and forms at:** [**http://www.artsbuildontario.ca/learning/mentoring-network**](http://www.artsbuildontario.ca/learning/mentoring-network)