

**PLEASE NOTE:** The annual October 31 and February 28 deadlines are for projects occurring during the following April to March fiscal year. For instance the October 31, 2015 and February 28, 2016 deadlines are both for funding in the April 2016 to March 2017 fiscal year.

#### ELIGIBILITY

To be eligible for funding:

- you have been a resident of the NWT for at least 2 years prior to the deadline
- you are an emerging artist or an established artist
- you are a registered NWT organization with a mandate to enhance the arts
- your application is for a specific creative project

#### GENERAL GUIDELINES

- Administrative costs must not exceed 10% of the total requested.
- The purchase of large media or musical equipment, computer equipment or other major tools is not eligible.
- A living allowance is available to individuals who intend to work on their project full-time and who are not fully employed or attending school full-time.
- Applicants must itemize only their share of monthly living expenses (rent, food, heat, power, etc.).

#### REQUIRED APPLICATION MATERIALS

- **3 Samples of Work.** These samples should demonstrate your abilities and relate directly to the project you are proposing.
  - audio or video discs/tapes of music dance, film or other performance
  - writing samples
  - photographs of visual artwork
- **Artistic Resume, or Organization Background**
  - Individuals should include arts education, arts experience, exposure of your work, any awards received and any other funding you have received.
  - Organizations should explain the group's history, what it does, how many members it has, etc.
- **Two Signed Letters of Support**
- **Itemized Budget**
  - Budgets must include quotes for all items.

**VEUILLEZ NOTER :** les échéances annuelles du 31 octobre et du 28 février sont toutes deux pour les projets qui se déroulent dans l'exercice financier suivant – du mois d'avril jusqu'au mois de mars de l'année suivante. Par exemple, le 31 octobre 2015 et le 28 février 2016 sont les dates à respecter pour vos demandes de financement dans le cadre de l'exercice financier d'avril 2016 à mars 2017.

#### ADMISSIBILITÉ

Vous pouvez être admissible à l'octroi d'une subvention si :

- vous étiez un résident des TNO depuis au moins 2 ans avant la date limite;
- vous êtes un artiste en début de carrière ou établi;
- vous êtes un organisme enregistré aux TNO et ayant le mandat de développer les arts;
- votre demande est liée à un projet créatif particulier.

#### LIGNES DIRECTRICES GÉNÉRALES

- Les frais d'administration ne doivent pas dépasser 10 % du total demandé.
- L'achat d'équipement musical, informatique ou autre équipement d'importance ne constitue pas une dépense admissible.
- Une allocation de subsistance peut être octroyée aux personnes qui travailleront à temps plein sur leur projet et qui ne seront pas employées ou n'iront pas à l'école à temps plein.
- Les demandeurs doivent détailler uniquement leur propre part des coûts mensuels de subsistance (loyer, nourriture, chauffage, électricité, etc.).

#### DOCUMENTS D'APPUI REQUIS

- **3 échantillons de travaux.** Ces échantillons doivent faire la preuve de vos habiletés et être pertinents pour le projet que vous proposez.
  - des exemples de musique, danse, film ou spectacle sur cassette vidéo ou audio
  - des échantillons d'écrits
  - des photos d'art visuel
- **Curriculum vitae artistique ou biographie ou historique de l'organisme**
  - Les individus doivent mentionner uniquement les éléments reliés à l'art comme la formation et l'expérience artistiques, les expositions réalisées, les récompenses obtenues pour leur travail et toute subvention déjà obtenue.
  - Les responsables d'organismes doivent expliquer l'histoire de ces derniers, ce qu'ils font, indiquer le nombre de membres, etc.
- **Deux lettres d'appui signées**
- **Budget détaillé**
  - Les budgets doivent inclure des citations pour tous les articles.

Applicants must complete all portions of the application to be considered for funding.

Les demandeurs doivent remplir toutes les parties du formulaire de demande, à défaut de quoi leur candidature pourrait être rejetée.

**DEADLINE**

**The deadline for the next fiscal year (April to March):  
October 31 and February 28.**

Applications must be received electronically, post-marked, faxed or hand delivered by the deadline.

**ASSESSMENT**

The NWT Arts Council will only review complete applications. Funding decisions are based on artistic merit.

- Recommendations for financial assistance are sent to the Minister of Education, Culture and Employment for approval.
- Applicants will receive written notification of funding decisions.
- Late or incomplete applications will be rejected as ineligible for funding.
- Applicants are encouraged to pursue multiple funding sources and partnerships for their projects.
- Applicants are encouraged to use NWT resources in their projects wherever possible.

**MAXIMUM FUNDING AMOUNT**

The maximum funding amount is \$15,000.

**SEND APPLICATION TO:**

NWT Arts Council  
C/O Community Cultural Development  
GNWT, Education, Culture & Employment  
PO Box 1320  
Yellowknife, NT X1A 2L9  
Fax: 867-873-0205  
<https://sft.gov.nt.ca/dropbox/~GOXq1Z>

**DATE LIMITE**

**La date limite pour la prochaine année financière (avril à mars) : les 31 octobre et 28 février.**

Vous pouvez soumettre vos demandes par voie électronique, par la poste (le cachet de la poste faisant foi pour le respect du délai), par télécopieur ou en mains propres.

**ÉVALUATION**

Le Conseil des arts des TNO examinera uniquement les demandes complètes. Les décisions d'octroi d'une subvention sont fondées sur le mérite artistique et sur le contenu intégral de la demande.

- Les recommandations pour l'aide financière sont soumises à l'approbation du ministre de l'Éducation, de la Culture et de la Formation.
- Les candidats seront informés de la décision par courrier postal.
- Les demandes incomplètes ou soumises en retard ne sont pas admissibles à une subvention et seront rejetées.
- Nous encourageons les demandeurs à chercher à obtenir du financement de plusieurs sources et à nouer plusieurs partenariats pour leurs projets.
- Nous encourageons aussi les demandeurs à tirer parti le plus possible des ressources disponibles aux TNO dans la réalisation de leurs projets.

**MONTANT MAXIMAL DE FINANCEMENT**

Le montant maximal de financement est \$15,000.

**ENVOYEZ LA DEMANDE À :**

Conseil des arts des TNO  
A/S Programme de développement culturel et communautaire  
Ministère de l'Éducation, de la Culture et de la Formation  
C. P. 1320  
Yellowknife NT X1A 2L9  
Télécopie : 867-873-0205  
<https://sft.gov.nt.ca/dropbox/~GOXq1Z>





### Section C - Project Schedule / Calendrier du projet

Where will the project take place? / Où aura lieu votre projet?  Community/Region __Yellowknife_____  Collectivité ou région _____	When will the project take place? Quand aura lieu votre projet?  Estimated Start Date / Date de début prévue ____June 25, 2016_____ Estimated Completion Date / Date de fin prévue ____December 10, 2016_____
Individuals: Will you be working on the project full-time, or will you also be working, attending school etc.? / Demandeur individuel : Travaillerez-vous sur le projet à temps plein, ou bien occuperez-vous un emploi, suivrez-vous des études, etc.? I will be working part time as a freelance writer. I do not have regular full time employment.	
Groups: Who will the project team be? / Groupes : de qui sera composée l'équipe du projet?  N/A	

### Section D - Project Proposal (provide a detailed description on a separate page) / Proposition de projet (donnez une description détaillée de votre projet sur une autre feuille).

On a separate sheet of paper, please outline the project in no more than 750 words. The proposal will be evaluated on a clear description of the project and its outcomes. The following information is required:  
Sur une feuille séparée, veuillez résumer la nature de votre projet en 750 mots au maximum. Votre projet sera évalué selon la description que vous en faites et sur les résultats attendus. Veuillez fournir les renseignements suivants :

- a) Artistic purpose or goal of the project: how will this project enhance the applicant's ongoing artistic development and/or career? /  
But artistique de votre projet : en quoi ce projet va-t-il contribuer à améliorer le développement artistique continu du demandeur ou sa carrière?
- b) How will the project be carried out? Please include the following: when/where your work will be presented, any other artists involved, instructors, and creation details. /  
Comment le projet va-t-il être réalisé? Veuillez fournir les renseignements suivants : la date et le lieu où votre travail sera présenté, nom des autres artistes qui pourraient participer à votre projet, les instructeurs, et des détails sur la création.
- c) Community impact: describe the impact that your project will have on the community /  
Incidence positive sur la collectivité : faites-nous part des répercussions positives que votre projet, selon vous, devrait avoir sur la collectivité.

Please see attached document.

### Section E – Background Materials Summary / Documents à l'appui de votre demande

The support materials listed below must be provided or the project will not be considered for funding. /  
Vous devez fournir les documents ci-dessous à l'appui de votre demande, à défaut de quoi votre dossier pourrait ne pas être étudié.

Artistic resume (individuals or workshop instructors), including Group Background or individual Biographies / CV artistique (particuliers ou instructeurs dans le cadre d'ateliers), un historique du groupe ou une notice biographique de ses membres

Price quotes or letters of confirmation for professional services / Devis ou lettres de confirmation des services professionnels

#### Section F – Support Materials / Documents à l'appui

Examples of work must be submitted (minimum 3). These may be CDs, electronic links, books, digital and promotional materials, or photographs of your work. /

Vous devez soumettre des échantillons de votre travail (minimum de 3). Il peut s'agir de CD, de liens électroniques, de livres, de documents promotionnels ou de photographies de votre travail.

**DO NOT SEND ORIGINAL MATERIALS. SAMPLES WILL NOT RETURNED /  
NE PAS ENVOYER DE DOCUMENT ORIGINAL. LES ÉCHANTILLONS NE VOUS SERONT PAS RENVOYÉS.**

List your examples / Veuillez indiquer ces échantillons :

- 1) Town needs more support (letter to the editor) : hayrivernews.com/letter/23412341.htm\_\_\_\_\_
- 2) A short story (winning entry at NWT competition) : nwtwritingcomp.ca/2015/winners please read pgs 2-4\_\_\_\_
- 3) When the dust settles : (see attached pdf). Please read pages 34-36\_\_\_\_\_

Provide 2 or more signed letters of support from individuals or organizations (excluding family or project participants). They can be originals, faxes or e-mails. List names below of those who will provide you with these references. /  
Veuillez fournir au moins deux lettres signées de soutien de la part de personnes ou d'organismes (à l'exclusion de membres de votre famille ou de participants à votre projet). Il peut s'agir de lettres originales, de télécopies ou de courriels. Veuillez préciser ci-dessous le nom de ces personnes ou organismes.

- 1) Tommy Wise – Tommy's writing emporium\_\_\_\_\_
- 2) John Smith – Hay River Town Councillor\_\_\_\_\_

**Section G – Project Budget with details of budget on a separate page. /  
Budget du projet : veuillez fournir sur une autre feuille les détails concernant ce budget.**

<b>REVENUES (List all projected revenues) / REVENUS (énumérez tous les revenus projetés)</b>	
REQUESTED FROM NWT ARTS COUNCIL (limit of 80% request of total budget) / SUBVENTION DEMANDÉE AU CONSEIL DES ARTS DES TNO (limitée à 80 % du budget total)	\$2489.92
Federal Funding Requested / Subvention fédérale demandée	\$
Other GNWT Funding Requested (name Department or Program) / Autres aides financières demandées auprès du GTNO (nom du ministère ou titre du programme)	\$500 (ITI - unconfirmed)
Municipal Funding Requested / Subvention municipale demandée	\$
Fundraising Efforts / Activités de financement	\$
Applicant's Resources (in-kind, sweat-equity, etc.) / Ressources du demandeur (apport en nature, apport de compétences, etc.)	\$2,000 (fee in kind)
Other Matching Sources (please be specific) / Aide provenant d'autres sources (veuillez préciser)	\$
<b>TOTAL REVENUES / TOTAL DES REVENUS</b>	<b>\$4989.92</b>
<b>EXPENSES (List all projected expenses) / DÉPENSES (énumérez toutes les dépenses projetées)</b>	
Venue Rentals / Location des lieux de présentation	\$
Artist Fees / Cachets d'artistes (my fees)	\$2,000
Admin / Frais d'administration	\$45
Travel and Accommodations / Déplacements et hébergement	\$
Materials and Supplies / Matériel et fournitures	\$
Shipping / Frais d'expédition	\$
Equipment rentals / Location d'équipement (Laptop rental)	\$198
Other / Autres... editing	\$1,050
Other / Autres...Hospitality for Book Launch	\$500
Other / Autres...Living Expenses	\$842.92
Other / Autres...Printing/Publishing Costs	\$354
<b>TOTAL EXPENSES (MUST EQUAL TOTAL REVENUES) / TOTAL DES DÉPENSES (doit être égal au total des recettes)</b>	<b>\$4989.92</b>

**Please see attached document for details.**

## Section H – Presentation to the Public / Présentation au public

NWT Arts Council requires a public presentation of the completed project. Venues do not have to be confirmed at this stage.

How will this be accomplished? Examples: concert tour, public exhibits at local school or community hall, CD/Book launch, workshop delivery, public presentation events, etc.

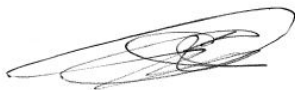
Le Conseil des arts des TNO exige que vous présentiez votre projet final au public. Pour le moment, vous n'avez pas besoin de confirmer le lieu.

Comment envisagez-vous de présenter votre travail au public? Exemples : tournée musicale, exposition publique dans une l'école locale ou une salle communautaire, lancement d'un disque ou d'un livre, animation d'atelier, événements de présentation au public, etc.

I will have a book launch at the public library and will do readings of my book in school classrooms.

## Section I - Applicant's Statement - Déclaration du demandeur

- I agree to acknowledge the financial assistance received from NWT Arts Council in all public presentations of this project and by using the NWT Arts Council logo in ads and on all promotional materials.
- I agree to provide copies of the project results as part of final reporting. These may include audio CDs, DVDs, mp3s, photos of project, digital materials, news clippings or promotional materials. These samples will be showcased in a digital exhibit of Arts Council recipients.
- I hereby certify that the information contained in this application is true and correct to the best of my knowledge and belief, and that I do not have any outstanding commitments from previous projects financed by the NWT Arts Council or the Government of the Northwest Territories.
- Je consens à reconnaître l'aide financière reçue du Conseil des arts des TNO dans toutes les présentations de ce projet au public et à utiliser le logo du Conseil des arts des TNO dans toutes les publicités et sur tous les documents promotionnels concernés.
- Je consens à fournir des copies des résultats de mon travail dans le rapport final sur mon projet. Il pourra s'agir de CD, de DVD, de fichiers MP3, de photos du projet, de documents numériques, de coupures de journaux ou de matériel promotionnel. Ces échantillons seront présentés dans une exposition numérique sur le travail des bénéficiaires du Conseil des arts des TNO.
- Par la présente, j'atteste que l'information contenue dans cette demande est, à ma connaissance, complète et exacte et que je n'ai pas d'engagements en cours découlant de projets précédents financés par le Conseil des arts des TNO ou par le GTNO.



Applicant Signature / Signature du demandeur

February 25, 2016  
Date

Section D sample



## Artistic Purpose or goal of the project

I have been have been a professional writer for the last 10 years and have had many articles published in not only the local paper, the Hub, but also a few stories published nationally in the National Post and the Globe and Mail. Three years ago I began to write short stories in my spare time and now feel that I am at a stage in my career where the best of these stories should be published.

This collection of short stories will mark a turning point in my artistic skills, where the work I am publishing is intended to help me grow as an artist, rather than as part of my job. The skills I learn in this process will allow me to pursue more creative writing as well as allow me to apply for specific festivals and competitions that require the artist to have published works.

## How will the project be carried out?

This project will happen in three stages. The first stage will consist of selecting the stories that will become a part of my book. This will take place over about 4 weeks beginning in late June. My materials will be reviewed by several colleagues as well as my editor, Sam Sneek, but I will have the final say as to what is chosen for the collection.

The second stage of the project will consist of me working with my editor to prepare my chosen short stories for publication. Work with Mr. Sneek via email and skype to complete the suggested edits. This will take approximately 4 weeks beginning at the end of stage one.

The third stage of the project will consist of working with Amazon.com to prepare my book for publication on demand and through Amazon's kindle. This will involve formatting, reviewing samples, and approving publication. Amazon.com provides a method of publication where the book is only printed when it is ordered, which greatly reduces expenses on my part. I will also order fifty books for local book stores and gift shops to carry.

## Community Impact

This book will have a great impact on my local community as I already have interest from several teachers as well as the library to give talks about my experience and to encourage other authors to take up or continue writing, as well as to have their works published.

**Johnny Writer**  
**123 Paper Rd. • Hay River, NT**

**Objectives:** I want to expand my writing skills through publishing my works.

**Writing and Editorial Background**

- **Writing:** Professional writer for 10 years, with experience in magazine, newspaper, and business writing. Author of 113 articles in The Hub as well as 2 national publications. Winner of the 2008 "best article" award from the NWT Authors' Association. (See attached publications list for details.)
- **Editing:** Editor of a personal blog and a newsletter for the Birding Writers of Canada. Experienced in copyediting, content editing, and proofreading.

**Employment History**

**Freelance Writer – January 2006 to present**

Hay River, NT

Wrote for The Hub on a regular basis.

**Policy Analyst**

Government of the NWT – January 2000 to present

Review proposed policies, write reports and make recommendations.

**Education**

M.A., University of Athabasca, 1999 – English with a focus on 18<sup>th</sup> century literature

B.A., University of Alberta, 1996 - English

Certification in Policy Analysis, 2002.

**Awards and Memberships**

Birding Writers of Canada, "Best Article," 2008

Member, Short Stories Guild

Member, Crime Writers of Canada

**Publications**

National Post – January 3, 2014 – “Birds and how we see them”

The Globe and Mail – November 13, 2010 – “Birds in the renewable economy”

The Hub – 137 articles in the last 10 years.

## Quotes

### Artist Fees

My going rate is \$50 per hour, which matches established professional guidelines

<http://www.writers.ca/index.php/component/content/article/80-pwac-resources/76-pwac-resource-what-to-pay-a-writer>

I anticipate spending 40 hours over four weeks (10 hours per week) working on the preparation for this project.

### Living Expenses over the course of the project

	Total	Portion for Project	Project total
Rent	\$3,600	0.15	540
Heat	\$1,000	0.15	150
Power	\$350	0.15	52.5
Phone	\$180	0.15	27
Water	\$225	0.15	33.75
Internet	264.45	0.15	39.67
Total	5619.45	0.15	842.92

### Specific Request to Arts Council

The Arts Council request will go towards Admin, equipment rental, editing, hospitality expense, part of the living expenses, and the publishing costs.

### Hospitality for Book Launch

This will consist of a number of fruit and vegetable trays, cheese trays, mini sandwiches, juice, coffee, and tea.

**Publishing:** \$215 CreateSpace for print-on-demand distribution has proven to have the best quality print, service, and pricing for self-publishing. With Createspace it costs approx. \$11 per single book to have it printed and sent to me for inventory.

These are the books I would print and offer to schools, the library, and ask to be sold at local shops and bookstores. I estimate that I would print 40 books which would bundle the price.

Below shows a screen cap from the Createspace website:

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**Member Order Calculator**

Interior Type	Full Color	Per Book	Order Subtotal
Trim Size	8" x 10"		
Number of Pages	30	<b>\$3.65</b> each	<b>\$146.00</b> 40 copies
Quantity	40		
<input type="button" value="Calculate"/>			

\* Figures generated by this tool are for estimation purposes only. Your actual order costs will be calculated when you set up your book. This does not include shipping and handling, which can be calculated below.

**Order Shipping Calculator**

Quantity	40	Shipping Options	
Country	Canada	\$68.99	<b>Standard</b> 9 business days
		\$83.99	<b>Priority</b> 2 business days
<input type="button" value="Calculate"/>			

\* See the [rate tables](#) used to calculate shipping and handling.  
\* Shipping times do not include the printing of your order.

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# Complex Kindle Conversion

PRICE: \$139.00

Reach more readers by giving them the option to read in the format they want. Convert your paperback to a Kindle eBook to make it available on any Kindle device and on Kindle apps.

- Get your Kindle eBook in the hands of readers in just 2 weeks and 4 easy steps.
- Make your book available on tablets, smartphones, and computers through Kindle apps.
- Let our expert eBook formatters convert your book to the latest Kindle Format 8 (KF8) technology and provide a professionally formatted eBook interior that optimizes the reading experience and includes:
  - Professional formatting to ensure your print and Kindle eBook are consistent.
  - Table of contents and unlimited linking from one section of text to another and to external links for easy Kindle navigation.
  - Unlimited graphic elements, such as images, formulas, diagrams, charts, and lists.
  - Conversion of your print book cover to a Kindle eBook cover.

## Customer Testimonial

My book with multiple pictures was ultracomplex, so help was necessary. Can't thank you enough!

—Dr. James P. Porowski, *Picture Clues of Forrest Fenn In The Thrill of the Chase*



*The Complete Diver* by Alex Brylske Ph.D.

Click [here](#) for additional Complex Kindle Conversion samples.

## HOW DOES KINDLE CONVERSION WORK?

- You create an account with Kindle Direct Publishing (KDP) at [kdp.amazon.com](http://kdp.amazon.com).
- You provide your KDP account information to CreateSpace.
- CreateSpace converts your PDF book files into a Kindle eBook and uploads the file to your KDP account within 2 weeks.
- You set your price and publish your Kindle eBook through KDP!





[ONLINE RESERVATION](#)     [ONLINE RESERVATION](#)     [ONLINE RESERVATION](#)

### Laptop Rental

<h4 style="text-align: center;">Standard Laptop</h4> <p style="text-align: center;"> <a href="#">More Info</a>   <a href="#">Reservation</a> </p> <div style="text-align: center;">  </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr><td style="width: 30%;">One Day</td><td style="text-align: right;">\$25</td></tr> <tr><td>3 Days</td><td style="text-align: right;">\$29</td></tr> <tr><td>One Week</td><td style="text-align: right;">\$49</td></tr> <tr><td>2 Weeks</td><td style="text-align: right;">\$79</td></tr> <tr><td>One Month</td><td style="text-align: right;">special \$99</td></tr> </table> <p style="text-align: center; margin-top: 10px;"> <a href="#">ONLINE RESERVATION</a> </p>	One Day	\$25	3 Days	\$29	One Week	\$49	2 Weeks	\$79	One Month	special \$99	<h4 style="text-align: center;">Advanced Laptop</h4> <p style="text-align: center;"> <a href="#">More Info</a>   <a href="#">Reservation</a> </p> <div style="text-align: center;">  </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr><td style="width: 30%;">One Day</td><td style="text-align: right;">\$29</td></tr> <tr><td>3 Days</td><td style="text-align: right;">\$39</td></tr> <tr><td>One Week</td><td style="text-align: right;">\$59</td></tr> <tr><td>2 Weeks</td><td style="text-align: right;">\$99</td></tr> <tr><td>One Month</td><td style="text-align: right;">special \$129</td></tr> </table> <p style="text-align: center; margin-top: 10px;"> <a href="#">ONLINE RESERVATION</a> </p>	One Day	\$29	3 Days	\$39	One Week	\$59	2 Weeks	\$99	One Month	special \$129	<h4 style="text-align: center;">Mac Rental</h4> <p style="text-align: center;"> <a href="#">More Info</a>   <a href="#">Reservation</a> </p> <div style="text-align: center;">  </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr><td style="width: 30%;">One Day</td><td style="text-align: right;">\$39</td></tr> <tr><td>3 Days</td><td style="text-align: right;">\$59</td></tr> <tr><td>One Week</td><td style="text-align: right;">\$79</td></tr> <tr><td>2 Weeks</td><td style="text-align: right;">\$109</td></tr> <tr><td>One Month</td><td style="text-align: right;">special \$159</td></tr> </table> <p style="text-align: center; margin-top: 10px;"> <a href="#">ONLINE RESERVATION</a> </p>	One Day	\$39	3 Days	\$59	One Week	\$79	2 Weeks	\$109	One Month	special \$159
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3 Days	\$29																															
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One Month	special \$159																															

### Sound System Rental

<h4 style="text-align: center;">Sound System Level 1</h4> <p style="text-align: center;"> <a href="#">More Info</a>   <a href="#">Reservation</a> </p> <div style="text-align: center;">  </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr><td style="width: 30%;">One Day</td><td style="text-align: right;">\$29</td></tr> <tr><td>One Week</td><td style="text-align: right;">\$49</td></tr> </table> <p style="text-align: center; margin-top: 10px;"> <a href="#">ONLINE RESERVATION</a> </p>	One Day	\$29	One Week	\$49	<h4 style="text-align: center;">Sound System Level 2</h4> <p style="text-align: center;"> <a href="#">More Info</a>   <a href="#">Reservation</a> </p> <div style="text-align: center;">  </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr><td style="width: 30%;">One Day</td><td style="text-align: right;">\$39</td></tr> <tr><td>One Week</td><td style="text-align: right;">\$69</td></tr> </table> <p style="text-align: center; margin-top: 10px;"> <a href="#">ONLINE RESERVATION</a> </p>	One Day	\$39	One Week	\$69
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86795 Main Street  
Unit 30823  
Yellowknife, NT

Phone: 867.555.5555  
Editingservices4you@editin  
gservicesrus.ca

## Editing Services R Us

Dear Mr. Writer,

I am pleased to offer you a quote for editing services. Please find the quote and pricing structure below. If you have any questions, please do not hesitate to contact me.

Product	Quantity	Total
Editing Services	10 hours at \$100 per hour	1000
	GST	50
	Total	1050

Yours Sincerely

Head E. Ditor



Tommy Wise  
Tommy's Writing Emporium  
Hay River, NT  
867-555-5555

February 15, 2016

NWT Arts Council  
Yellowknife, NT

To Whom It May Concern:

I support Johnny Writer's application for funding from the NWT Arts Council.

Johnny has been involved in the writing community in the NT for many years and has shown his dedication to his writing. He has given live readings and donated his time to numerous community functions.

Johnny takes every opportunity to show his passion for writing. He also encourages other writers and all those who interact with him at his performances to explore the arts and get involved in the community.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Tommy Wise', with a long horizontal flourish extending to the right.

Tommy Wise

Jane Smith  
PO Box 39784574  
Hay River, NT  
867-555-5555

12 February 2016

NWT Arts Council  
c/o Boris Atamanenko, Manager  
Community Cultural Development  
Education, Culture and Employment  
P.O.Box 1320  
Yellowknife, NT X1A 2L9

Dear Council:

Re: Johnny's Book Project Proposal

Please accept this letter as support for the project application submitted by Mr. Writer. It is my understanding that Mr. Writer is finally going to publish his much anticipated book.

Johnny has been involved in the Hay River writing scene for many years now and is a wonderful addition to our artistic landscape. I am proud to encourage you to support his book publishing project. Many people in Hay River and the NWT would enjoy Johnny's book, I am sure of it.

I have known Johnny for 3 years now and he is always prompt with meeting deadlines and is a very capable person. I am confident that Johnny will be successful with this book.

Again, please accept my support for this project.

Thank you



Jane Smith