

## ORGANIZATIONAL DEVELOPMENT FUNDING POLICIES AND GUIDELINES 2018-2019

### Before applying

- Read the *Arts, Culture and Heritage Funding Programs* brochure for a general overview of all CKCA managed grant programs available.
- Read the Primary Funding Policies and Guidelines for general policies applicable to all CKCA funding programs to ensure eligibility before starting this application.

**Objectives:** To provide organizational development and workshops for arts and cultural organizations to improve their structure and capacity to serve communities. Partnering with like-minded organizations is encouraged where appropriate, especially if requesting a large portion of the funds available in the program.

### Funding eligibility and guidelines

1. Funding is available to arts and cultural organizations. The organization does not have to be incorporated (it can be a non-registered organization, for example). If the organization is not registered, the contract will be made out in the name of the primary person responsible for the project, on behalf of the organization listed.
2. It is recommended that you contact the CKCA office before filling out an application.
3. Non-profit organizations seeking support for single organization consulting projects must first apply to the Columbia Basin Trust Non-Profit Advisor Program. These applicants must then submit the CBT assessment documents along with their CKCA *Organizational Development* application.
4. If partnering with other organizations, list partners and include any letters of confirmation and/or support. This information assists the adjudicating committee in assessing your application.
5. When filling out the application form, include pertinent information about the qualifications and rates of any consultants or contractors you are planning to hire.
6. Funding is not available for staff wages or operational expenses.
7. Funding is not available for capital expenses.

**Project timeframe:** Projects must take place between June 1, 2018 and May 31, 2019.

**How to apply:** *\*NEW\** Submit *Organizational Development* applications to the Columbia Kootenay Cultural Alliance online at [www.basinculture.com](http://www.basinculture.com).

***\*Late or incomplete applications will not be accepted,*** so ensure you begin your online application early enough to complete and submit it before the deadline.

**Application deadline:** Received by 5:00 pm PDST, March 16, 2018

**Maximum request:** No set maximum, but if requesting a large portion of the funds available in the program, the scope of the project should exhibit a broader impact and/or have partners.

**Total program funding:** \$10,000.