

MAJOR PROJECT ARTS 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* document for general policies applicable to all CKCA funding programs to ensure eligibility before starting this application.

Objectives: For individuals or arts and cultural organizations to create artistic works, bodies of work, arts or cultural performances, events or projects on a **major** scale that furthers the directions of the CKCA and the Trust.

Funding eligibility and guidelines

1. Funding is available to individuals or arts and cultural organizations. In general, the aim of the CKCA Major Project Arts fund is to meet community rather than private sector needs. Any proposals submitted by private sector organizations (example: a registered business) must be sponsored by a non-profit community organization (who would make the application) and must clearly demonstrate community benefits.
2. Individuals applying for Program 6 are strongly encouraged to demonstrate some community benefit as an aspect of the project (for example: mentoring opportunities, public readings/performances or exhibition).
3. Project application budgets should exhibit other sources of revenue in addition to the CKCA funding request.
4. After reviewing the Major Project Fund Arts application materials it is strongly recommended that you discuss the nature of your project idea and funding request with CKCA staff **well in advance** of the application deadline.
5. Applicants should demonstrate the ability to successfully complete the project as proposed.
6. The project should further the directions of the CKCA (as outlined on the application form).
7. Funding under Program 6 is not available for capital, regular operating expenses or existing deficits.
8. Individuals applying for Program 6 are required to provide a portfolio of their work for review by the Steering Committee. **Do not send original documents**. Supply print copies of portfolio materials in either a folder or 3 ring binder (no duo-tangs). Portfolios will be returned via regular mail or may be picked up at the CKCA office after adjudication. While reasonable care will be taken with handling of portfolio materials, the CKCA will not be responsible for their loss or damage.

Project timeframe: Program 6 projects must take place between June 1, 2018 and Nov. 30, 2019.

How to apply: Submit paper applications to the Columbia Kootenay Cultural Alliance.

Hand delivered applications will not be accepted at the CKCA office, so ensure you send your original application early enough to arrive at the PO Box before the deadline, or to ensure courier delivery prior to the deadline.

Late or incomplete applications will not be accepted. Fax or E-mail applications will not be accepted.

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

Funding award: \$10,000 per project

Total program funding: \$80,000

CKCA use only

MAJOR PROJECT ARTS

PROJECT APPLICATION FORM 2018-2019

- Use dark ink on single-sided white paper
- Keep attachments brief
- NO staples; card stock; stickers; post its
- CKCA budget form must be completed & submitted with this application form

1. Legal name of individual or organization applying: _____
2. Registration number of organization: _____ <i>If the group is <u>not</u> a legally registered organization, check this box</i> <input type="checkbox"/>
3. For organizations: Legal name (and title) of the primary person responsible for project: _____ _____
4. Applicant mailing address: _____
5. City/Town: _____ Postal Code: _____
6. Tel: _____ Fax: _____ E-mail: _____

7. Short title of proposed project:
8. CKCA funding amount requested: <u> \$10,000.00 </u>

9. Summary: Provide a brief summary (1-2 sentences max.) of your project

10. Outline of project: Describe your project, including the purpose/goals of the project. Include a clear arts and cultural vision or concept for the project, and the activities planned to reach the project goals (who, what, where, why). If approved, your final report should refer to these goals. If attaching the outline, please attach two pages maximum.
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11. **How does the project further the vision of the Columbia Kootenay Cultural Alliance? Choose a *few key directions* that you feel *most strongly represent* your project.**

- Create a positive image for artists, and arts and cultural organizations as community assets.
- Support arts and culture that increases awareness of social, ecological and economic issues, seeing arts and culture as part of the connection between and within communities.
- Create increased opportunities for all segments of local communities including seniors, youth, ethnic and indigenous people and communities to participate in arts and culture.
- Create an increased audience and market for artists and performers, both within and beyond the Basin.
- Assist the on-going viability and availability of arts and cultural facilities for use by artists, arts and cultural organizations and residents.
- Support development of skills & structures for marketing, artists, arts and cultural organizations and arts and cultural practices; more funds going to artists so they can sustain themselves to support further development of their artistic practice.
- Encourage and support mentoring relationships.
- Strengthen arts and cultural organizations, both locally and Basin-wide.
- Build a common voice within and for the arts and culture community.

12. **Briefly explain how** your project furthers the *few key directions* that you have chosen in the previous question.

13. **Clearly list the names of groups or individuals** cooperating in the *coordination* of this project:

14. **Please attach any letters of support or confirmation of community partners** if applicable to your project. Letters submitted after the funding deadlines will not be accepted.

This section to be completed by *organizations* applying for funding:

15. **Society or Charitable Status Number:**
16. **Attach a brief history of your organization (1 page max)**, describing the focus of your work/activities and a brief history of successful past projects.
17. **Attach a brief history (1 page max) of your primary project manager(s)**, outlining their experience relevant to the coordination of your project.

This section to be completed by *individuals* applying for funding:

18. **Attach a Curriculum Vitae (2 pages max)** of your past practice, including successful past projects and experience relevant to the coordination of your project.
19. **Enclose a portfolio** of your work along with your application package. Portfolio should demonstrate your professional/public artistic practice and development. **Contents e.g.:** examples of work (photos, excerpts, scores etc.); exhibition catalogues; press; reviews **Format:** 8.5" x 11" pages in a folder or binder. Hard copy materials preferred. CD's DVD's enclosed must be PC/Windows compatible. Websites will not be reviewed.

20. **Project time frame** - start date (NOT before June 1, 2018), significant goal posts, completion date, (project must be completed by November 30, 2019).

21. Declaration:

I declare that the information given in this application, of the best of my knowledge, is complete and true in every respect and, should this application be successful, I understand that the contents of this application will form a commitment as described in the funding contribution agreement. I further declare that I have read, understood and agree to Appendix A "*Freedom of Information and Protection of Privacy Act* Funding Application Consent". Additional, for societies/organizations: I declare that this application has been approved by the board of directors/organization and I am authorized to sign on behalf of the organization.

Signature:

Print name:

Return this original form, attachments and budget to:

Columbia Kootenay Cultural Alliance

Box 103, Nelson, B.C. V1L 5P7

Information: Tel: 250-505-5505 Toll-free: 1-877-505-7355 E-mail: wkracassistant@telus.net

APPLICATION DEADLINE: Received by CKCA before 5:00 pm PDT on Friday, March 16, 2018.

Incomplete or late applications will not be accepted.

Hand delivered, Fax or E-mail applications will not be accepted.

MAJOR PROJECT ARTS

PROJECT APPLICATION FORM - BUDGET

TITLE OF PROPOSED PROJECT: _____

- **THIS BUDGET FORM MUST BE COMPLETED.** You may provide additional information on a separate sheet if necessary.
- **TOTAL EXPENSES MUST EQUAL TOTAL REVENUES – UNBALANCED BUDGETS WILL NOT BE FUNDED**
- **CKCA Funding Request-Pending** is the total amount of funding you are requesting from the CKCA
- **DO NOT INCLUDE INELIGIBLE EXPENSES in your project budget**
- It is recommended to round budget amounts to the nearest \$10

REVENUES

Admission fees/sales revenues:	
Concessions:	
Fundraising:	
Foundations (Specify) Pending/Confirmed:	
Federal/Provincial Gov't. funding (Specify) Pending/Confirmed:	
Local/Regional Gov't. funding (Specify) Pending/Confirmed:	
Employment Programs (Specify) Pending/Confirmed:	
In-kind donations (Specify) *see guidelines*:	
Other revenues (Specify):	
Columbia Kootenay Cultural Alliance (CKCA Funding Request-Pending):	
TOTAL PROJECT REVENUES:	

EXPENSES

Salaries/fees: Artists:	
Technicians/Curators:	
Project coordination:	
Other (Specify):	
Materials/supplies (Specify):	
Equipment rental:	
Technical expenses (Specify):	
Project/production space rental:	
Project telecommunications:	
Travel/transportation:	
Project publicity:	
Other expenses (Specify):	
TOTAL PROJECT EXPENSES:	

Funding from the Columbia Basin Trust supports this community initiative.

Appendix A

Freedom of Information and Protection of Privacy Act Funding Application Consent

The personal information requested on this funding application is collected under the authority of section 26(c) of the *Freedom of Information and Protection of Privacy Act* (FOIPPA) and will be used by Columbia Basin Trust (CBT) for administrative and evaluative purposes only. The collection, use and disclosure of personal information is subject to the provisions of the FOIPPA.

By submitting this funding application, you hereby acknowledge that CBT may disclose this application, and the information contained herein, including but not limited to your name, budget, location and the amount and nature of any related funding to the public, individuals or any other entity to the extent allowed by FOIPPA. You further agree that the Trust may proactively disclose to the public your name, municipal location, amount and nature of funding granted and project/program supported. In addition, you consent to the information being stored or accessed outside of Canada. Any questions regarding such may be directed to: FOIPPA Inquiries, Manager, Operations, Columbia Basin Trust, Suite 300, 445-13th Ave., Castlegar, BC, V1N 1G1, 1-800-505-8998.

Application Checklist

Please use the following checklist to ensure your application is complete. Did you:

- Read all guidelines, eligibility criteria and Appendix A?
- Print legibly, in dark ink?
- Remember NOT to staple the application. *Paperclips are acceptable.*
- Fill in all of the address information?
- Answer every question clearly and concisely? *Incomplete applications will not be funded.*
- Remember to check the appropriate boxes under the “How does the project further the vision of the Columbia Kootenay Cultural Alliance” question?
- Remember to not include ineligible activities in your project activities and/or budget?
- Attach documentation only as requested/necessary?
- Sign the application form?
- Use the CKCA budget form?
- Fill in the amount you are requesting from the CKCA in the budget revenue line: “Columbia Kootenay Cultural Alliance (CKCA Funding Request-Pending)”?
- Ensure that **Expenses = Revenues** on your budget form?
- Ensure that any in-kind donations listed on the budget are noted **both** as revenues and expenses
- Keep a copy of the application for your records? *Remember, you need to send in the original signed document for adjudication.*
- Do you, or does your organization, have an outstanding CKCA funded project that is incomplete or have an outstanding Final Feedback Form, for a funding year previous to 2016-17? This may affect your eligibility for funding.*

Keep this page and the policies & guidelines page for your own records – do not submit with your application