

Common reasons CKCA applications are not funded

- the project does not have a primary focus on arts and culture
- your organization does not have a primary focus on arts and culture in a program which requires it
- your organization does not have non-profit status in a program which requires it
- the project includes a for-credit education component
- questions on the form are not answered, or not answered clearly
- one of the intentions is to raise funds for activities or a purpose outside of the project
- the project description and/or budget includes other ineligible activities (not listed above)
- the budget is incomplete or unbalanced
- the budget contains extra information (brackets, subtractions etc.) which makes it confusing or makes it appear not to balance
- in kind donations are not listed as both revenues (the amount of the donation) and expenses (what the item would cost)
- the budget includes capital purchases in applications to programs where capital expenditures are not allowed

Factors that can make your application appear weaker when compared to others include

- asking for a very large proportion of the funds available in a program, without looking for any other sources of revenue
- failing to convey a clear view of what you are intending to do – committee members need to understand what you are doing to believe in the viability of the project
- failing to convey clearly why this project is important in terms of arts and culture impacts (on you, your organization, or the community) – if a number of projects are similar, this information can make an application stand out
- failing to provide some meaningful information on key participants or contractors who you planned to pay significant amounts to deliver the project
- failing to include an estimate for capital projects

Factors that can improve your chances at writing a great application

- read the CKCA guidelines carefully
- note that different funders have different instructions – it is important to follow the CKCA guidelines
- start applications earlier so you are not rushed
- take care when completing the application questions – answer the key points but be succinct
- use the checklist on the last page of the application to double check your work
- ask someone to read through your application – if they are unclear or confused about what you are doing or why it is important, the committee probably will be too
- add up your final budget, or ask someone else to double check it – it is very easy to transpose numbers when copying from a rough draft onto your final copy, which can make your budget not balance properly
- contact staff so they can advise you (especially when it is recommended in the program package)
- consider attending one of the CKCA grant workshops
- submit applications earlier, so staff can contact you about potential issues (although staff are not responsible for proofing your applications or notifying you of errors, if applications are submitted early they will endeavor to check them for technical errors and contact you before the application deadline)