

Primary Funding Policies and Guidelines Arts & Culture Grant Programs 2018-2019

Applicable to all CKCA Managed Programs



For All Applicants

1. Read the current Arts, Culture & Heritage Funding Programs brochure for a general overview of all CKCA managed grant programs available.
2. The Frequently Asked Questions (FAQ) page on the CKCA website www.basinculture.com has more information if you have further questions not answered in these materials.
3. Applications are reviewed through a competitive, subjective adjudication process. This document outlines general policies and guidelines when applying to all CKCA funding programs. Further program specific policies, guidelines, deadlines and application forms are available on the CKCA website on the "Funding" page.
4. Under normal circumstances, CKCA staff will only discuss submitted proposals with the person named as the applicant. Arrangements to speak with another person about the proposal must be requested in writing by the applicant.

Eligibility

1. **To be eligible for funding, the primary emphasis of project proposals must be on arts and culture.**
2. Applicants must be residents of the Columbia Basin Trust Region.
3. CKCA funding is open to individuals of all artistic disciplines as well as arts and cultural organizations. Minors must have a parent or legal guardian apply on their behalf. Please see applications for details regarding specific eligibility for each program.
4. Applicants do NOT have to be a member of any arts council or a member of any registered society or group.
5. The payment of artists, performers and writers for the production, performance or exhibition of their work is a priority of the CKCA.
6. Funding is designed to support projects. Funding is not available for regular operating costs or existing deficits. ***NEW*** The CKCA may consider funding the same type of project again in subsequent years, but this does not guarantee funding for the subsequent year. Applicants must apply again the subsequent year and compete for funding through the regular adjudication process.
7. Any artistic or cultural commercial projects must contain **original creative works** with projected proceeds of sales included in the budget as a source of revenue.
8. The CKCA will only fund the development and production of marketing, advertising and promotional materials **as part of** a larger arts and culture project, **not as a stand-alone project**.
9. If you, or your organization, have an outstanding/incomplete project from a funding year previous to the 2016-17 funding year, this could affect your eligibility for funding.
10. The Columbia Basin Trust (Trust) has other funding programs to support heritage, social issues, economic development, the environment and water. Proposals that are not **primarily** focused on arts and cultural activities should investigate other Trust funding programs.
11. The Trust has been mandated by legislation not to relieve any level of government of its legal or financial obligations (incrementality).

Ineligible Requests

The following are not eligible for funding support through CKCA *Arts & Culture Grant Programs*:

1. Late (received past the stated application deadline)
2. Applications received in a manner other than outlined on the application form for the program you are applying to, including faxed and/or e-mailed applications
3. Retroactive funding (any project activities/expenses to be incurred prior to June 1st, 2018)

Although the research/planning process for projects may be underway before June 1st, ***the actual event, project activities or program that you outline in the project application must take place only from June 1st on*** and be completed by the timeframe in the program you are applying to. Project completion timeframes are detailed in the application forms for each program.

If you include activities before or after these dates within your project (example: in the outline, timeline or budget), the project may be considered ineligible.

4. Applications from governments and their agents
5. Projects using creative mechanisms to solve social issues or which replace funding conventionally covered by government or other agencies
6. Art therapy projects or projects of a primarily social nature
7. Delivery of school based curriculum (with the exception of: *Artists in the Classroom & Creative Spark*)
8. Capital expenditures (with the exception of: *Minor Capital Arts*)
9. Projects with unbalanced budgets
10. Debt retirement or reserves
11. Existing deficits or the regular operating expenses of an ongoing activity
12. Paying the costs of fund-raising activities
13. Activities of religious organizations that primarily serve their membership and/or their direct religious purposes, unless the community at large will benefit significantly
14. Sabbatical leaves
15. Amateur sports
16. Library acquisitions, construction and capital purchases
17. Support for individual academic or dissertation research
18. Projects which create a dependency on CKCA or the Trust
19. Binding of periodicals

Application Forms

1. Application forms are different for each CKCA funding program. Your project proposal must be outlined on the form supplied for the program you are applying to.
2. **Applicant contact information:**

Your e-mail address is used as your unique identifier in the grant management system, therefore each applicant (whether an individual or an organization) must use a unique e-mail address. **Do NOT** use the same e-mail address as a primary e-mail address to create accounts for different applicants.

 - **Organizations:** when filling in an application for a **legally registered organization**, use the organization's contact info (e-mail, mailing address). **Do NOT** use your personal / home contact information in the main organization fields. Note: The organization's board is legally responsible for execution of the project and completing the grant requirements.
 - **Non-registered groups:** Individuals applying on behalf of a non-registered group or organization (for example: a community based art group, or a group of musicians, without a business registration) should use their personal contact information, as the funding contract will be made out in the name of the individual, on behalf of the informal group, for the application in question. Note: The individual applying on behalf of the group is legally responsible for execution of the project and completing the grant requirements.
3. **For Non-Online forms (Arts Funding to Communities & Major Project Arts): Print legibly in black or dark blue ink/type.** Your application is photocopied for members of the adjudicating committee. ***If it isn't legible, it may not be juried.*** Please use minimum 10-12 point font size.
4. Answer **all** questions on the application form, including the check boxes. Complete the budget form. Sign the application. ***Incomplete applications may not be funded.***
5. **Do not use** staples, post-its, stickers or card stock on application forms or attached documents. Paperclips are preferable.
6. Keep attachments brief and focused. ***Point form is preferable.*** Excessive attachments may not be reviewed.
7. ***Funding is project based:*** A project is a planned activity (or group of activities) which has a defined budget, undertaken over a specific time period (with a start and end date), and is meant to achieve an intentional purpose/outcome, of which the primary focus must be arts and cultural.
8. ***When describing your project be clear:*** who, what, where, when, and how? Why is it important to do this project? What impacts might it have on the: artist, participants, audience, community?
9. When asked to specify your project activities and goals on the application, think about how you intend to evaluate the success of your project upon completion, and whether your goals are realistic given the resources (human, time and financial) available. ***Projects should be realistic and achievable.***
10. **Do not include ineligible activities** within the scope of your project (including the budget). If you include ineligible activities within the project application, the entire application will not be eligible for funding.
11. If requested in the application, ensure you attach a ***brief biography*** (one page or less) of yourself or the ***primary*** participants involved in your project only. Keep bios relevant to ***experience related to the project.***
12. **Keep a photocopy** of your application for your records (this is part of your funding contract).

Examples of Work

1. The requirement for examples of creative/artistic work differs amongst funding programs. Examples may be helpful to assist the adjudication committee who may not be familiar with your work (especially if you have not exhibited or performed locally/publicly).
2. Check the application for the program you are interested in for further details.

Submission Deadlines and Process

1. Application deadlines may be different for each of the funding programs, as outlined on the brochure and application forms.
2. Original applications (and attachments) must be **received** before the program application deadline. Application processes are different for each of the funding programs (outlined below). **Late, faxed or e-mailed applications will not be eligible for funding.**

Arts Funding to Communities

Send hard copy application forms to arts councils in your community. If you wish to use a courier to deliver application forms, call and confirm your delivery location **well in advance of the funding deadline**, as many only have PO boxes.

Minor Capital Arts

Touring

Arts & Culture Mentoring and Master Classes

Organizational Development

Arts Evolution

Submit online applications through the application portal on the CKCA website. Applications must be completed and submitted online before the funding deadline only. If you do not have any internet access, please contact the CKCA office at least 10 days prior to the funding deadline for assistance.

Major Project Arts

Send hard copy application forms to the CKCA office in Nelson.

To facilitate fairness and more equitable access, hand delivered applications will NOT be accepted at the CKCA office. Applications will be accepted before the funding deadline by mail through the CKCA post office box, or by courier service only to the CKCA office (we will also pick up shipments at the Greyhound depot in Nelson, at deadline). DO NOT drop off your application at the CKCA office in person as it will not be considered for funding.

Adjudication Results

1. Adjudication results will be mailed to applicants **after** May 31. Do not ask for adjudication results early. Adjudication decisions are final.
2. Successful applicants must sign a funding contribution agreement, complete their project as proposed in the original application, refrain from ineligible activities as part of the project and submit interim and final reports to maintain funding eligibility.
3. All funded projects **must** acknowledge the Columbia Basin Trust and the CKCA in all promotional and written materials relating to the funded project.
4. All submissions to the Columbia Basin Trust and the CKCA are subject to the "Freedom of Information and Protection of Privacy Act". Sections of applications and reports submitted from funded projects may be made available to the public in accordance with the act. See application forms for details.

Budgets

1. Budget should be reasonable and appropriate to the scale of your project. Only include revenues and expenses which relate to the **specific project as described in your application**. It is helpful to estimate/research your project expenses first as this will give you a sense of the revenues you will need to complete your project.
2. **Do not include ineligible activities or expenses** within your project or budget. If you include ineligible activities, the entire application will be considered ineligible for funding.
3. Both revenues and expenses **must** be completed with the understanding that the figures are estimated and dependent on receiving funding.
4. **Budgets must be balanced** (expenses = revenues).
5. Include the requested grant amount from the CKCA on your budget revenue on the line provided.
6. **You must use the CKCA budget sheet provided**. If you have a large project, you may provide additional details on a separate sheet if necessary, but you must also fill in the CKCA budget sheet.
7. Indicate on the budget whether other funding sources are pending (eligible/applied for) or confirmed (funding approval received).
8. **Eligible expenses for most funding programs** include (but are not limited to): supplies and materials to be used up during completion of the project; wages for artists, performers, writers, designers, technicians or curators; project management or coordination; venue rental; equipment rental; documentation; promotion; project administration costs for organizations.
9. **“Project administration”**, if needed, should only refer to office expenses incurred by organizations in support of the project. Example: existing staff spending time on paperwork/bookkeeping or a portion of office rent which is related to the project. Administration is not project management, implementation or coordination. Office supplies, postage, etc. are eligible as project expenses; however the CKCA does not fund regular operating expenses.
10. Any artistic or cultural commercial projects must contain **original creative works** and the projected proceeds of sales/admissions must be included in the budget as a source of revenue. For example: sale of books, CD's, prints; admissions from theatrical or musical performances. Applicants are advised to keep estimates of projected revenues conservative and reasonable.
11. **Your budget must be balanced**. If, when developing your budget, you anticipate that the project is commercial enough to project a profit above and beyond the project expenses, then the project is not eligible for funding.

Budgets - In Kind Donations

12. You may include in-kind donations on your budget to show community support. These can include, for example: services, supplies and rental fees, or curatorial, archival or artist labour fees. **If you list in-kind donations in the budget, you must include the in-kind donation as both a revenue and an expense item**. The expense item listed is the amount the in-kind donation would cost if it were not being donated (note as in-kind) and the revenue item listed is the amount of the in-kind donation to the project. If you only list the in-kind item as revenue and you do not list/note that same item in the expenses, the budget may appear unbalanced and the project may not be eligible for funding.

13. List in-kind service fees only for professionals contributing their time to your project (rather than volunteer labour moving equipment, for example). A professional is generally considered to be someone who would normally charge a fee for the activity being donated. Professionals contributing to your project might include professional mentoring/instruction or other service providers such as artists, curators, graphic designers, editors, illustrators, recording engineers, directors, etc.

Capital Expenses

14. **Capital construction/renovation activities and expenses are not allowed within a project when applying to a program where capital activities/expenses are ineligible.**
15. **In most programs, projects which include capital expenses/activities are not eligible for funding** – in these programs, do not include capital activities within the scope of your project. If you include capital expenses within non-capital projects, the entire project will not be eligible for funding. **The exception to this is: Minor Capital Arts.**
16. **Capital expenses are:** the purchase of a piece of equipment, a building, or construction materials for the building/renovation of a permanent structure which costs over \$200 and has lasting benefit beyond the project. This includes (but is not limited to) tools, software or instruments.
17. If capital equipment is needed to complete a non-capital project, your existing equipment may be used (and not listed in the budget), or the equipment may be rented (if applicable/reasonable) to complete the project and the rental fee may be clearly listed in the budget as a rental expense.

If you have any questions about the application process, program eligibility, or how to fill in your application form and/or budget, please see the FAQ's on the website or contact:

Columbia Kootenay Cultural Alliance

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Website: www.basinculture.com

All programs funded by:

