

## ARTS FUNDING TO COMMUNITIES FUNDING POLICIES AND GUIDELINES 2019-20

### Before applying:

- Read the *Arts & Culture 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:** Fund individual and group projects within a community; Respond to unique local issues; Provide funds to artists, or to arts and cultural groups; Involve more artists in local arts projects and decision making; Raise awareness of artists as belonging to the Basin and being interpreters of Basin culture.

### Funding eligibility and guidelines:

1. Funding is available to individuals, groups, or organizations.
2. Any local artistic or cultural project benefiting Basin artists and/or communities. At least one of the outcomes must be a priority as listed on the application form.
3. Examples of eligible projects: Individual artists requiring funding to create an original new artistic project (artwork, writing, media, performance, dance, etc.); Individuals, arts, cultural or community groups offering new projects, programs, events, workshops; arts, cultural, or musical groups requiring uniforms or costumes.
4. The payment of artists, performers and writers for the production, performance or exhibition of their works is a CKCA priority.
5. Eligible arts councils will gather a local committee to adjudicate *Arts Funding to Communities* applications. Each will determine priorities for funding for their community, consistent with CKCA/Trust criteria, through a ranking process. The CKCA Steering Committee will make the final funding decisions. Arts council recommendations are based on the strength and quality of each application as well as the demand vs. available funds. Project budgets should be reasonable and realistic, based on the activities outlined in the application.
6. Examples of creative work are recommended to assist the adjudication committee. Examples may be of previous work or the work you are proposing, maximum of two pages in total (such as: photos, sketches, writing excerpt, lyrics, score, etc.). Examples will not be returned to applicants.
7. Funding under this grant program is not available for capital expenses.

**Project timeframe:** Projects must take place between June 1, 2019 and May 31, 2020.

**How to apply: Submit paper (hard copy) applications to your local community arts council\*\*.** For a list of Columbia Basin arts councils and their catchment area for the purposes of CKCA / Trust grants, see the CKCA website or contact the CKCA.

*\*\*Normally you apply to your local arts council. A possible exception might be: if your project will take place in and/or benefit a different Basin community (e.g. a mural in a different town). In that case, you can apply directly to the community arts council in the area benefitting from the project.*

**Application deadline: Received by your local community arts council by  
March 1, 2019, 5:00 pm** (local time).

Many arts councils do not have an office, only a post office box, so ensure you send your original application early enough to arrive at the PO Box before the deadline. **Late or incomplete applications will not be accepted. Electronic submissions will not be accepted.**

**Maximum request:** Each of the 18 community areas in the Basin usually receives \$5,000, but average awards tend to be in the \$500 - \$2,500 range. Communities that receive 8 or more applications may recommend additional projects for *Arts Funding to Communities-Overflow* funding for strong projects. Overflow applications compete with applications from all eligible communities.

**Total program funding:** \$130,000

CKCA use only
_____
_____

# ARTS FUNDING TO COMMUNITIES PROJECT APPLICATION FORM 2019-2020

**Your Local Arts Council:** \_\_\_\_\_

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

7. <b>CKCA funding amount requested:</b> _____
8. <b>Short title</b> of proposed project: _____

9. <b>Summary:</b> Provide a very short summary (1-2 sentences max.) of your project idea.
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10. <b>Outline of project:</b> Describe your project, including the purpose/goals of the project and the activities planned to reach these goals (who, what, where, why). If approved, your final report should refer to these goals. If attaching the outline, please limit to one page maximum. Point form is preferred.
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**11. How does the project further the vision of the Columbia Kootenay Cultural Alliance?** (tick all applicable):

- Increased public awareness throughout the Basin of artists, arts and culture, leading to greater public appreciation of and involvement in arts and culture.
- More art being produced and presented within the Basin; increased audience development.
- Expanded economic spin-offs from arts and cultural activity in the Basin (through increased tourism, for example).
- More funds going to artists so they can sustain themselves economically while also pursuing their art.
- Increased capacity of arts and cultural organizations, including Community Arts Councils, so that they are better able to sustain themselves, support the development of artists, arts and culture, and build strong partnerships with other community businesses and organizations.
- Expanded funding for the arts from other funding sources, by developing funding partnerships.
- A widening involvement of young people in the arts, as opportunities for expression, learning, personal and/or professional development, and addressing community issues.

**12. Attach a brief bio of the primary applicant / project coordinator** (1 page max.).

**13. If applicable, attach a list of any additional people/organizations participating in the coordination of the project or any mentors/instructors** (1 page max.). Include a brief bio for each. Bios should only be 1-2 paragraphs each, stating background and training relevant to the project.

**14. Project time frame** – start date (NOT before June 1, 2019), significant goal posts, and completion date (project must be completed by May 31, 2020).

**15. If your single project is a larger regional project** which occurs in multiple communities **and** you are applying to more than one arts council for Program 1 funding (for this same project), attach a list of all arts councils you are applying through. Remember to itemize all of these separate Program 1 funding requests in your budget revenues (list one on the "CKCA funding request" line and the others in "other revenues").

**16. 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:** \_\_\_\_\_

**Submit this original form, attachments and budget to the local arts council(s) you are applying to. Arts council contact information available at: [www.basinculture.com](http://www.basinculture.com), 250-505-5505 or toll free 1-877-505-7355**

**Local Arts Council:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City/Town:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**APPLICATION DEADLINE: RECEIVED BY THE ARTS COUNCIL**  
**March 1, 2019, 5:00 pm local time** (where the council is located)

*Incomplete or late applications will not be accepted. Electronic submissions will not be accepted.*

# ARTS FUNDING TO COMMUNITIES

## 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):	
<b>Columbia Kootenay Cultural Alliance (CKCA Funding Request-Pending):</b>	
<b>TOTAL PROJECT REVENUES:</b>	

### 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):	
<b>TOTAL PROJECT EXPENSES:</b>	

**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 2017-18? 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**