

For All Applicants

1. Read the current Columbia Kootenay Cultural Alliance (CKCA) *Arts, Culture and Heritage Funding Programs* brochure for a general overview of all CKCA funding programs available.
2. This document outlines general policies and guidelines when applying to all CKCA funding programs.
****Important - some policies are NEW for 2010-2011 – please review carefully.** Further specific program details, deadlines and restrictions are outlined in each individual funding program application.

Eligibility

1. **To be eligible for funding, the primary emphasis of project proposals must be artistic, cultural or heritage.**
2. Applicants must be residents of the Canadian Columbia Basin.
3. Funding programs are open to individuals of all artistic disciplines as well as arts, culture and heritage organizations. Please see application forms 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 works is a priority of the CKCA.
6. 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.
7. The CKCA will only fund the development and production of marketing, advertising and promotional materials **as part of** a larger arts, culture or heritage project, **not as a stand alone project.**
8. If you, or your organization, have an outstanding/incomplete project from a funding year previous to 2009-10, this could affect your eligibility for funding. Please contact the CKCA office.
9. The Columbia Basin Trust (CBT) has other funding available for social issues, economic development, the environment, water and youth. Proposals that are not **primarily** focused on artistic, cultural or heritage activities should investigate other CBT funding programs.
10. The Columbia Basin Trust (CBT) has been mandated by legislation not to relieve any level of government of its legal or financial obligations (incrementality).

Ineligible Requests

1. Retroactive funding and any project expenses to be incurred prior to CKCA's decision date (May 31st, 2010). The research/planning process for projects may be underway before May 31st, but the actual event, project activities or program outlined in the proposal must take place after May 31st and must also be completed by the deadline for the particular program you are applying under. **Project completion timeframes are detailed in the application forms for each program.**
2. Applications from local governments and their agents.
3. Projects using creative mechanisms to solve social issues or which replace funding conventionally covered by government or other agencies
4. Art therapy projects or projects of a primarily social nature
5. Delivery of school based curriculum (with the exception of: *Program 7-Artists in Education-Component 2*)
6. Debt retirement or reserves
7. Existing deficits or the regular operating expenses of an ongoing activity
8. Paying the costs of fund-raising activities
9. Activities of religious organizations that serve primarily their membership and/or their direct religious purposes, unless the community at large will benefit significantly
10. Sabbatical leaves

11. Amateur sports
12. Library acquisitions and construction
13. Support for individual academic or dissertation research
14. Projects which create a dependency on CKCA or the CBT
15. Emergency preparedness

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. **Print legibly in dark colored ink or type.** Your application form is photocopied for members of the adjudicating committee. ***If it isn't legible, it cannot be juried.*** Please a 10-12 point type font size.
3. Complete **all** sections of the application form, including the signature, budget form, descriptions etc. ***The committee will not adjudicate proposals that are incomplete.***
4. ***Do not use staples*** on application forms or attached documents. Paperclips are acceptable.
5. Keep attachments brief and focused. ***Point form is preferable.*** Excessive attachments may not be reviewed.
6. When asked to specify your project 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 available.
7. If requested in the application, ensure you attach a **brief** biography (1 page or less) of only the **primary** participants involved in your project. Keep bios relevant to experience related to the project.
8. Keep a photocopy of your application for your records.

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 Requirements and Deadlines

1. Application deadlines may be different for each of the funding programs. Application deadlines are detailed in each program application.
2. Original application forms must be **received** before the program application deadline. ***Late applications will not be accepted. Faxed or e-mailed applications will not be accepted.***
3. Program 1 & 2 applications are sent to arts councils in your community. If you are using a courier to deliver application forms, call and confirm your delivery location ***well in advance of the funding deadline*** and be sure to include the telephone number on your envelope for assured delivery.
4. Programs 3, 4, 5, 6, 10, 11, 12 are sent to the CKCA in Nelson. ***To ensure fairness and 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. ***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 your local arts council or the CKCA for adjudication results before the end of May.
2. Successful applicants must complete their project as proposed, and must submit interim and final reports to be eligible for funding.
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 from funded projects may be made available to the public in accordance with the act.

Budgets

1. When developing your budget, it is helpful to estimate/research your project expenses first. This will give you a guideline as to how much you will require in revenues to complete your project.
2. Both revenues and expenses **must** be completed with the understanding that the figures are estimated and dependent on receiving funding.
3. **Budgets must be balanced** (expenses = revenues).
4. Include the requested grant amount from the CKCA on your budget revenue on the line provided.
5. **You must use the CKCA budget sheet provided.** If you have a large project, you may provide additional detail on a separate sheet if necessary, but you must also submit the completed CKCA budget sheet.
6. **Indicate on the budget sheet with a star * which expenses the CKCA funds will be used for.** Round budget amounts to the nearest \$10.00.
7. Budget should be reasonable and appropriate to the scale of your project. 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; curators; venue rental; equipment rental; documentation; promotion; project administration costs (to a maximum of 10% of total project expenses). Expenses for postage, office supplies etc. are eligible as part of project expenses; however, the CKCA does not provide funding for regular operating expenses.
8. **In most programs, funding is not available for the purchase of Capital equipment** (a piece of equipment with lasting benefit beyond the project, which costs over \$200.00). If this type of equipment is required to complete the project, the equipment may be rented to complete the project, and the rental fee may be listed as an expense. The only exceptions to this are: **Program 2-Minor Capital Funding** and **Program 11-Major Capital-Heritage**.
9. Indicate on the budget whether other funding sources are pending (applied for) or confirmed (approved).
10. You may include in-kind donations of services, supplies, rental fees, or curatorial, archival, artist labour fees (for example) on your budget to show community support for your project. Be sure to include in kind donations as both a revenue item and an expense item. The expense item listed is the amount the in-kind donation would cost if it were not being donated and the revenue item listed is the amount of the in-kind donation to the project.
11. 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, archivists, curators, graphic designers, editors, illustrators, recording engineers, directors, etc.
12. Any artistic or cultural commercial projects must contain **original creative works** and the projected proceeds of sales/admissions should 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.
13. Please remember that 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.

If you have any questions about the application process, program eligibility, or how to complete your application form and/or budget, please contact:

Columbia Kootenay Cultural Alliance

Mailing address: Box 103 Nelson, British Columbia V1L 5P7

Street Address (for courier delivery only):

#4-619B Front Street, Nelson, BC

Tel: 250-505-5505 **Toll-free:** 1-877-505-7355

Fax: 250-352-2420

Email: wkrac@telus.net

Website: www.basinculture.com

All programs funded by:

