

**Program 2: MINOR CAPITAL PROJECT FUNDING FOR
ARTS/HERITAGE ORGANIZATIONS OR VENUES**

FUNDING POLICIES AND GUIDELINES 2010-2011

1. Read the CKCA *Arts, Culture and Heritage Funding Programs* brochure for a general overview of all CKCA funding programs available.
2. Read the *How to-Funding Policies and Guidelines* for general policies applicable to CKCA funding programs before starting your application to ensure eligibility.
3. Program 2 applications are adjudicated locally and should be sent directly to ***your local community arts council and received by 5:00 pm local time on Friday, March 19, 2010.*** Many arts councils do not have an office, only a Post Office box, so ensure you send your application early enough to arrive to the PO Box before the deadline. ***Late or incomplete applications will not be accepted. Fax or E-mail applications will not be accepted.***
4. The Minor Capital Project Funding program is to assist with capital funding needs of non-profit arts and heritage organizations or venues. Funding is available for physical leasehold improvements to venues or equipment (lights, sound, risers), upgrading or initiating facilities, acoustical improvements.
5. ***CKCA does not fund Capital projects for private businesses or on private property.***
6. Program 2 capital funding is not available for structural repairs to a building owned by a municipality.
7. Funding is not for on-going maintenance.
8. Funding requests for uniforms or costumes should be directed to Program 1.
9. Each arts council may only recommend *one project* per community if they were not funded for a Capital project in the last funding cycle.
10. Community Arts Councils eligible to recommend Capital funding in 2010-2011 are:
 - Castlegar
 - Columbia Valley
 - Cranbrook
 - Creston
 - Kimberley
 - North Kootenay Lake
 - Revelstoke
 - Rossland
 - Salmo
 - Slocan Lake
 - Slocan Valley
 - Sparwood
 - Trail
11. Due to demand, not all projects recommended by community arts councils will be funded.
12. Capital funding is for \$3,000.00 maximum per project, \$5,000 maximum per community. Total program funding is \$25,000.00.
13. Program 2 projects must take place after May 31, 2010 and must be completed by May 31, 2011.

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PROJECT APPLICATION FORM – 2010-2011

- Type or print legibly in dark ink
- Keep attachments brief
- Do not staple applications or attachments
- CKCA budget form must be completed & submitted with this application form

1. Name of organization applying: _____
2. Society or Charitable Status Registration No: _____
3. Name and title of primary person responsible for project: _____ _____
4. Legal owner of building/land (or equipment purchase): _____
5. Contact mailing address: _____
6. City/Town: _____ Postal Code: _____
7. Tel: _____ Fax: _____ Email: _____

8. Capital purchase:

9. Outline of Capital project: Include how the Capital project/purchase will assist your organization and how the use of the Capital project/purchase will benefit other community members or groups.
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Columbia Kootenay Cultural Alliance Application – Program 2

10. 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, culture and heritage organizations, leading to greater public appreciation of and involvement in the arts.
- More art being produced and presented within the Basin; and increased audience development.
- Expanded economic spin-offs from art, cultural and heritage 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 heritage organizations, including Community Arts Councils, so that they are better able to sustain themselves, support the development of artists, art and heritage, and build strong partnerships with other community businesses and organizations.
- Expanded funding for the arts and heritage 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.

11. List groups or individuals cooperating in this project. Attach a brief description of other community members/groups that will benefit from the Capital purchase.

12. Project time frame - start date (after May 31, 2010), significant goal posts, completion date, (project must be completed by May 31, 2011).

13. Amount requested: \$ _____ (\$3,000.00 maximum per application)

14. Signature of group President or person responsible for project: _____

This application will be adjudicated by your local arts council and forwarded to the Columbia Kootenay Cultural Alliance if recommended for funding. Not all projects recommended by community arts councils will be funded.

Return this original form, attachments and budget sheet to your local arts council. Arts council contact information available at: www.basinculture.com

Arts Council: _____

Address: _____

Town/City: _____ Postal Code: _____

**APPLICATION DEADLINE: RECEIVED BY YOUR LOCAL ARTS COUNCIL
5:00 pm local time, Friday, March 19, 2010.**

Incomplete or late applications will not be accepted. Fax or E-mail applications will not be accepted.

**Program 2: CAPITAL FUNDING FOR ORGANIZATIONS OR VENUES
PROJECT APPLICATION FORM - BUDGET**

TITLE OF PROPOSED PROJECT: _____

CONTACT NAME & TELEPHONE NUMBER: _____

- **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 ACCEPTED**
- **INDICATE ON BUDGET FORM WITH A STAR * which expenses** the CKCA funding will be used for
- **ROUND BUDGET AMOUNTS** to the nearest \$10.00

REVENUES

Fundraising:
Foundations – Specify (Pending/Confirmed):
Federal/Provincial Government Funding - Specify (Pending/Confirmed):
Local/Regional Government (Pending/Confirmed):
Employment Programs - Specify (Pending/Confirmed):
In-Kind Services (Specify):
Other (Specify):
Other (Specify):
Columbia Kootenay Cultural Alliance (CKCA Funding Request-Pending):
TOTAL PROJECT REVENUES:

*** EXPENSES**

PROGRAM EXPENSES
Capital Purchase Price:
Installation/Contract Fees (Specify):
Materials (Specify):
Technical expenses (Specify):
Equipment Rental:
Program Telecommunications:
Travel/transportation:
Other expenses (Specify):
Other expenses (Specify):
TOTAL PROGRAM EXPENSES:

ADMINISTRATIVE EXPENSES
Admin. Salaries:
Office Rent:
Office Supplies:
Telecommunications:
Other (Specify):
TOTAL ADMIN. EXPENSES (Must not exceed 10% of Total Project Expenses):
TOTAL PROJECT EXPENSES (Program + Admin):

Funding from the Columbia Basin Trust supports this community initiative.

Application Checklist

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

- 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?
- 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)*” ?
- Put a star * next to the budget expense items the CKCA funds will be used for?
- Ensure that **Expenses = Revenues** on your budget form?
- 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 2009-10? This may affect your eligibility for funding. Please contact the CKCA office.*