

Program 3: FUNDING SUPPORT TO TOURING

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. Touring program applications are adjudicated by the CKCA Steering Committee and must be ***sent directly to the CKCA. Applications must be received by the CKCA by 5:00 pm PDT on Thursday, April 1, 2010.***
4. ***Hand delivered applications will not be accepted at the CKCA office***, so ensure you send your original application early enough to arrive at the PO Box before the deadline, or to ensure courier delivery prior to the deadline. ***Late or incomplete applications will not be accepted. Fax or E-mail applications will not be accepted.***
5. The Touring program is open to individuals or groups of all disciplines wishing to tour an arts, culture or heritage project within the Canadian Columbia Basin. Performances/shows/exhibitions within 50km of place of origin are ***not eligible*** as part of the tour itinerary. ***Funding is not available for tours outside the Canadian Columbia Basin.***
6. Preference is given to applicants touring outside their immediate region. For example: projects touring from the East Kootenay to the West Kootenay or Valemount; or from the West Kootenay to the East Kootenay or Valemount; or from Valemount to the East or West Kootenay are given priority.
7. Before applying for a Touring grant, ensure there is some interest in local communities for your tour.
8. Grant recipients are responsible for coordinating, booking and promoting their own tour.
9. Although it is allowed, applicants are discouraged from applying for Program 1 and Program 3 funding for the same project within the same funding cycle. If you are applying for Program 1 and Program 3 funding for the same project, you should demonstrate the capability of completing the two projects within this limited timeframe.
10. When filling out the application form, include information about the number of people who will be touring (if you are a group) and/or the size of the project (number of pieces of artwork, for example). This information assists the adjudicating committee in determining the amount of funding to approve for your project.
11. Please take into consideration the viability of touring large shows/projects to communities that are long distances from home-base, unless you are confident in leveraging additional funding for your project.
12. Funding under Program 3 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.
13. Touring funding is for \$3,000.00 maximum per project. Funding will depend on the size of project and number of communities on tour schedule. Total program funding is \$15,000.00.
14. Program 3 projects must take place after May 31, 2010 and must be completed by November 30, 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 individual or group applying: _____
2. Name and title of primary person responsible for tour: _____

3. Contact mailing address: _____
4. City/Town: _____ Postal Code: _____
5. Tel: _____ Fax: _____ Email: _____

6. **Short title** of project to be toured:

7. **Summary:** Provide a brief summary (1-2 sentences max.) of your project

8. **Outline of project:** Provide an outline indicating the nature and goals of the project including the activities planned to reach those goals. If approved, your final report should refer to these goals. If attaching the outline, please limit to one page maximum. Point form is preferred.

Columbia Kootenay Cultural Alliance Application – Program 3

9. **Tour plan** (indicate proposed itinerary & target audiences):

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 co-operating in this tour.** Attach a 1-page outline (maximum), with a brief (1-2 paragraph) description of each primary participating individual's bio stating background and training relevant to the project.

12. **Tour time frame** - (after May 31, 2010) start date, significant goal posts, completion date, (tours must be completed by Nov. 30, 2011).

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

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

Return this original form, attachments and budget to:

**Columbia Kootenay Cultural Alliance
Box 103, Nelson, B.C. V1L 5P7**

Information: Tel: 250-505-5505 Toll-free: 1-877-505-7355 E-mail: wkrac@telus.net

APPLICATION DEADLINE: Received by CKCA before 5:00 pm PDT on Thursday, April 1st, 2010.

**Incomplete or late applications will not be accepted.
Hand delivered, Fax or E-mail applications will not be accepted.**

Columbia Kootenay Cultural Alliance Application – Program 3

**Program 3: FUNDING SUPPORT TO TOURING
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

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

*** EXPENSES**

PROGRAM EXPENSES
Salaries/Fees: Artists:
Technicians/Curators:
Other (Specify):
Materials (Specify):
Equipment Rental:
Technical expenses (Specify):
Program/production space rental:
Program Telecommunications:
Artists travel/transportation:
Publicity:
Shipping/transport:
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.*