

Program 5: ORGANIZATIONAL DEVELOPMENT

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 all CKCA funding programs before starting your application to ensure eligibility.
3. Organizational Development 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. Program 5 – Organizational Development provides organizational or board development and workshops for organizations with a focus on arts, culture or heritage to improve their structure and capacity to serve their community.
6. Partnering with like minded organizations is encouraged where appropriate.
7. Funding is not available for staff wages or operational expenses.
8. It is recommended that you contact the CKCA office before filling out an application.
9. Funding under Program 5 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.
10. Total Organizational Development program funding is \$15,000.00.
11. Program 5 projects must take place after May 31, 2010 and must be completed by May 31, 2011.

Program 5: ORGANIZATIONAL DEVELOPMENT

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. Name and title of person responsible for project: _____

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

6. **Short title** of proposed development project or workshop:

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

8. **Outline of project:** Provide a complete outline indicating the nature and goals of the development project including the exact activities planned to reach those goals. If approved, your final report should refer to these goals.

Columbia Kootenay Cultural Alliance Application – Program 5

9. **How does the project further the vision of the Columbia Kootenay Cultural Alliance?** (tick all applicable):

- Increased public awareness throughout the Basin of the arts, artists, arts and heritage organizations, leading to greater public appreciation of and involvement in the arts.
- More art being produced and presented within the Basin; 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.

10. **List all groups or individuals cooperating in this project.** Please also attach a bio or resume of the facilitator(s) background and training relevant to the project.

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

12. **Amount requested:** \$ _____

13. **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.**

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.*