

Funding Policies and Guidelines 2012-13



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. 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 applications 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 2010-11, 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

The following are not eligible for funding support through CKCA *Arts, Culture and Heritage Funding* programs:

1. Retroactive funding (any project activities/expenses to be incurred prior to May 31st, 2012).
Although the research/planning process for projects may be underway before May 31st, **the actual event, project activities or program that you outline in the proposal must take place after May 31st.** Only include project activities which occur after May 31st in your project outline. Projects 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 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 2*)
6. Capital expenditures (with the exception of: *Program 2-Minor Capital Funding* and *Program 11-Major Capital-Heritage*)
7. Debt retirement or reserves
8. Existing deficits or the regular operating expenses of an ongoing activity
9. Paying the costs of fund-raising activities
10. Activities of religious organizations that primarily serve their membership and/or their direct religious purposes, unless the community at large will benefit significantly
11. Sabbatical leaves
12. Amateur sports
13. Library acquisitions and construction
14. Support for individual academic or dissertation research
15. Projects which create a dependency on CKCA or the CBT
16. 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 black or dark blue ink/type.** Your application form is photocopied for members of the adjudicating committee. ***If it isn't legible, it cannot be juried.*** Please use 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. ***Funding is project based:*** A project is a planned activity (or group of activities) which has a defined budget, undertaken over a specific time period (with a start and end date), and is meant to achieve an intentional purpose/outcome, of which the primary focus must be arts, culture or heritage.
7. ***When describing your project be clear:*** who, what, where, when, and how? Why is it important to do this project? It may help to consider the *Directions of the CKCA* and the *Goals of the Heritage Community* (found online here): <http://www.basinculture.com/about.htm>
8. When asked to specify your project activities and 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 (human, time and financial) available. ***Projects should be realistic and achievable.***
9. ***Do not include ineligible activities*** within the scope of your project (including the budget).
10. 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.
11. ***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 the funding brochure and on each program application.
2. Original application forms (and attachments) 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. Program 3, 4, 5, 6, 10, 11, 12 applications are sent to the CKCA in Nelson. **To facilitate fairness and more 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 sign a funding contribution agreement, complete their project as proposed in the original application, refrain from ineligible activities as part of the project and submit interim and final reports to maintain funding eligibility.
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 project budget, only include revenues and expenses which relate to the specific project as described in your application. It is helpful to estimate/research your project expenses first as this will give you a sense of the revenues you will need 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 or curators; project coordination; venue rental; equipment rental; documentation; promotion; project administration costs for organizations (to a maximum of 10% of total project expenses). Expenses for postage, office supplies etc. are eligible as part of a project's expenses; however the CKCA does not provide funding for regular operating expenses.
8. Indicate on the budget whether other funding sources are pending (eligible/applied for) or confirmed (funding approval received).
9. You may include in-kind donations on your budget to show community support. These can include, for example: services, supplies and rental fees, or curatorial, archival or artist labour fees. Be sure to include in-kind donations as both an expense and revenue 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.
10. 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.
11. 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.
12. 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.
13. **In most programs, projects which include capital expenditures/activities are not eligible for funding – in these programs, do not include capital activities within the scope of your project.** Exceptions to this are: *Program 2-Minor Capital Funding* and *Program 11-Major Capital-Heritage*.
14. **Capital expenditures are:** the purchase of a piece of equipment, a building, or construction materials for the building/renovation of a permanent structure which costs over \$200.00 and has lasting benefit beyond the project. This includes (but is not limited to) tools, software or instruments.
15. If capital equipment is needed to complete a non-capital project, your existing equipment may be used (and not listed in the budget), or the equipment may be rented (if applicable/reasonable) to complete the project and the rental fee may be listed in the budget as a rental expense.
16. *Capital construction/renovation activities and expenses are not allowed within a project when applying to a program where capital activities/expenses are ineligible.*

If you have any questions about the application process, program eligibility, or how to fill in 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:

