

## **Program 10: MAJOR EXHIBITION FUNDING FUNDING POLICIES AND GUIDELINES 2012-2013**

1. Read the CKCA *Arts, Culture and Heritage Funding Programs* brochure for a general overview of all CKCA funding programs available.
2. Read the *Funding Policies and Guidelines* for general policies applicable to all CKCA funding programs to ensure eligibility **before** starting this application.
3. Major Exhibition Funding 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 Friday, March 23, 2012.***
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 Major Exhibition Funding program has two categories:
  - 10a-Major Exhibition - Arts***
  - 10b-Major Exhibition - Heritage***
6. The intent of the ***10a-Major Exhibition - Arts*** program is to provide an opportunity for cultural organizations or venues in the Canadian Columbia Basin to create a juried or curated major NEW exhibition of a Canadian Columbia Basin artist or artists.
7. The intent of the ***10a-Major Exhibition - Heritage*** program is to provide an opportunity for heritage and cultural organizations or venues in the Canadian Columbia Basin to create a curated major NEW heritage exhibition.
8. The funding is intended to support the coordination, programming and promotion of eligible exhibitions. Exhibitions may include a touring component which may occur inside or outside of the Canadian Columbia Basin.
9. As a priority of the CKCA, when original artwork is being exhibited, professional fees must be paid to the artist(s), at a minimum of CARFAC rates (<http://www.carfac.ca/>).
10. After reviewing the Major Exhibition Funding application materials, it is strongly recommended that you discuss the nature of your project idea and funding request with CKCA staff ***well in advance*** of the application deadline.
11. Applicants should demonstrate the ability to successfully complete the project as proposed. Curators/jurors must either be professionals **or** demonstrate similar experience.
12. It is strongly recommended that Major Exhibition Funding application budgets exhibit other sources of revenue in addition to the CKCA funding request.
13. The funding is designed to support NEW initiatives and is not available for capital, regular operating or existing deficits.
14. In general, the aim of the CKCA Major Exhibition fund is to meet community rather than private sector needs. Any proposals submitted by private sector organizations must be sponsored by a non-profit community organization and must clearly demonstrate community benefits.
15. Funding under this program is not available for the purchase of capital equipment (a piece of equipment with lasting benefit, costing over \$200.00). If capital equipment is required to complete the project, the equipment may be rented and the rental fee may be listed as an expense.
16. Major Exhibition Funding is available up to \$12,000.00 per project. Total program funding: \$22,000.00. 10a: \$12,000.00. 10b:\$12,000.00.
17. Program 10 projects must take place after May 31, 2012 and must be completed by May 31, 2014.

CKCA use only
_____
_____

## MAJOR EXHIBITION FUNDING PROJECT APPLICATION FORM – 2012-2013

- Type or print legibly in dark ink
- Do not staple applications or attachments
- Attachments must be in dark ink on light colored paper
- CKCA budget form must also be completed & submitted with this application form

1. Name of organization/venue applying: _____
2. Name and title of the primary person responsible for project: _____ _____
3. Organization mailing address: _____
4. City/Town: _____ Postal Code: _____
5. Tel: _____ Fax: _____ E-mail: _____

6. <b>What category</b> are you applying under? Check the <b>ONE</b> Major Exhibition category you are applying to: <input type="checkbox"/> <b>10a Major Exhibition Funding - Arts</b> <input type="checkbox"/> <b>10b Major Exhibition Funding - Heritage</b>
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7. <b>Short title</b> of proposed exhibition project:
8. <b>CKCA funding amount requested:</b> _____

9. <b>Summary:</b> Provide a brief summary (1-2 sentences max.) of your exhibition project:
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10. <b>Outline of project:</b> Give a complete outline indicating the nature and goals of the exhibition project including a clear arts or heritage vision or concept for the exhibition, and the activities planned to reach those goals. If approved, your final report should refer to these goals. (Please attach two pages maximum if necessary).
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11. How does the project further the vision of the Columbia Kootenay Cultural Alliance? Choose a *few key directions that you feel most strongly represent your project.*

- Build long-term sustainability for artists, thereby increasing the number of artists who can create an economic living through their art.
- Create a positive image for artists, the arts, culture and heritage organizations as community assets.
- Support art, culture and heritage that increases awareness of social, ecological and economic issues, seeing art, culture and heritage as part of the connection between and within communities.
- Create increased opportunities for all segments of local communities including seniors, youth, ethnic groups, first nations to participate in arts, culture and heritage.
- Create an increased audience and market for artists and performers, both within and beyond the Basin.
- Assist the on-going viability and availability of community facilities for use by artists, arts, cultural and heritage organizations and residents.
- Support development of skills, and structures for marketing, artists, arts and heritage organizations and the arts, culture and heritage.
- Encourage and support mentoring relationships.
- Strengthen arts, cultural and heritage organizations, both locally and Basin-wide.
- Build a common voice within and for the arts, cultural and heritage community.

12. Briefly explain how your project furthers the *few key directions* that you have chosen in the previous question.

13. Clearly list the names of groups or individuals cooperating in the *coordination* of this project:

14. **Please attach any letters of support or confirmation of community partners** if applicable to your project. Letters submitted after the funding deadlines will not be accepted.

15. **Society or Charitable Status Number:**

16. **Attach a brief history of your organization/venue (1 page max)**, describing the organizations related experience of past activities/exhibitions and a brief history of successful past projects.

17. **Attach a brief history (1 page max) of your primary project manager(s)**, outlining their experience relevant to the coordination of your project.

18. **Attach a Curriculum Vitae (2 pages max) of your curator/juror/historian(s) etc**, outlining their professional qualifications or similar experience relevant to the selection of works for your exhibition.

19. **If any artists have been selected for your project**, attach their names and biographical information/CV (1 page max for each artist).

20. **Project time frame** Start date (after May 31, 2012), significant goal posts, completion date, (project must be completed by May 31, 2014).

**21. Declaration:**

I declare that the information given in this application, of the best of my knowledge, is complete and true in every respect and, should this application be successful, I understand that the contents of this application will form a commitment as described in the funding contribution agreement. Additional, for societies/organizations: I declare that this application has been approved by the board of directors/organization and I am authorized to sign on behalf of the organization.

**Signature** of group President or person responsible for project:

**Print name:**

**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](mailto:wkrac@telus.net)

**APPLICATION DEADLINE: Received by CKCA before 5:00 pm PDT on Friday, March 23, 2012.**

**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:**

- Read all guidelines and eligibility criteria?
- 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 2010-2011? This may affect your eligibility for funding. Please contact the CKCA office.*