

Program 11: MAJOR CAPITAL PROJECT FUNDING – HERITAGE 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 Capital Project 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 ***Program 11-Major Capital Project Funding-Heritage*** program is to assist with capital funding needs of non-profit heritage and cultural organizations or venues to assist in the preservation, protection and presentation of heritage resources.
6. Funding is available for physical leasehold improvements to venues or archives, equipment (for example: lighting, environmental control equipment), upgrading or initiating facilities, purchase or creation of preservation and presentation materials and fixtures.
7. Major Capital Funding-Heritage application budgets should exhibit other sources of revenue in addition to the CKCA funding request.
8. ***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, instruments.
9. ***CKCA does not fund Capital projects for private businesses or on private property.***
10. If the building is owned by government, Program 11 Capital funding is only available for structural building projects (i.e. foundation, walls, roof) **if** the same government is providing funds to match the CKCA contribution (at minimum). This matching contribution may be a combination of cash and in-kind supplied by the same government. In these cases, the non-profit heritage/cultural organization or venue making the application must provide a copy of their lease agreement with the government as part of their application.
11. Funding is not for on-going maintenance.
12. Funding is not available for existing deficits or retroactive projects.
13. Do not combine capital projects with non-capital projects. For example: if your organization wishes to build a museum/archive, and then create an exhibition which would use the building, these would be considered two different projects which may then fit within two different funding programs.
14. Major Capital Funding-Heritage funding is for \$20,000.00 maximum per project. Total program funding is \$105,000.00.
15. Program 11 projects must take place after May 31, 2012 and must be completed by May 31, 2014.

**Program 11: MAJOR CAPITAL PROJECT FUNDING – HERITAGE
PROJECT APPLICATION FORM – 2012-2013**

- 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)*: _____
*If building/land is owned by a municipality, attach a copy of your lease agreement to this application
5. Organization mailing address: _____
6. City/Town: _____ Postal Code: _____
7. Tel: _____ Fax: _____ Email: _____

8. **Short title** of proposed capital heritage project:

9. **CKCA funding amount requested:** _____ (maximum \$20,000.00 per project)

10. **Outline of Capital project:** Describe the capital purchase/project. Include how the capital purchase/project will assist in the collection, preservation and protection of, and/or public access to, cultural heritage resources.

11. How does the project further the vision of the Columbia Kootenay Cultural Alliance and the heritage community? (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 arts, culture and heritage.
- Expanded economic spin-offs from art, cultural and heritage activity in the Basin (through increased tourism. for example)
- Increased capacity of arts and heritage organizations, 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.
- Promoting of the collection, preservation and protection of, and public access to, cultural heritage resources.
- Raising awareness of heritage, heritage issues and their importance.
- Promoting opportunities for heritage research and education.

12. List groups or individuals cooperating in this project. Attach a brief description of other community members/groups that will benefit from the capital project (if applicable).

13. Project time frame - start date (after May 31, 2012), significant goal posts, completion date, (project must be completed by May 31, 2014).

14. 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

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.

**Program 11: MAJOR CAPITAL PROJECT FUNDING – HERITAGE
PROJECT APPLICATION FORM - BUDGET**

TITLE OF PROPOSED PROJECT: _____

- **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 FUNDED**
- **CKCA Funding Request-Pending** is the total amount of funding you are requesting from the CKCA
- **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:
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:

- 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.*