

Program 12: HERITAGE INNOVATIONS 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 CKCA funding programs before starting your application to ensure eligibility.
3. Heritage Innovations 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 intent of the Heritage Innovations program is to provide an opportunity for non-profit organizations with a focus on heritage to create a NEW project which furthers the goals of the heritage community (as outlined below). Projects may include acquisitions, curatorial support and archival assistance.

GOALS OF THE HERITAGE COMMUNITY:

- promoting the collection, preservation, and protection of, and public access to, cultural heritage resources;
 - promoting respect for the historical diversity of communities;
 - cooperating with, and sharing information and knowledge with others to promote heritage;
 - raising awareness of heritage, heritage issues, and their importance;
 - identifying and securing funding for the support of heritage;
 - promoting opportunities for heritage research; and education.
6. Applicants should demonstrate the ability to successfully complete the project as proposed.
 7. It is strongly recommended that Heritage Innovation application budgets exhibit other sources of revenue in addition to the CKCA funding request.
 8. The funding is designed to support NEW initiatives and is not available for regular operating expenses or existing deficits.
 9. Funding is not available for the delivery of school curriculum.
 10. Funding under Program 12 is not available for capital expenditures, which 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.
 11. Heritage Innovations funding is available to a maximum of \$4,000.00 per project. Total program funding is \$45,000.00.
 12. Program 12 projects must take place after May 31, 2012 and must be completed by May 31, 2013.

CKCA use only

HERITAGE INNOVATIONS 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. Legal name of organization applying: _____
2. Society or Charitable Status Registration No: _____
3. Name and title of the primary person responsible for project: _____ _____
4. Organization mailing address: _____
5. City/Town: _____ Postal Code: _____
6. Tel: _____ Fax: _____ E-mail: _____

7. Short title of proposed project:
8. CKCA funding amount requested: _____ (maximum \$4,000.00 per project)

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

10. Outline of project: Give a complete outline indicating the intent and goals of the project including the activities planned to reach those goals. If approved, your final report should refer to these goals. (Please attach one page maximum if necessary).

11. **How does the project further the vision of the Columbia Kootenay Cultural Alliance and the heritage community? Choose a *few* key directions that you feel *most strongly represent* your project.**

- 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.
- Promoting respect for the historical diversity of communities.
- Cooperating with, and sharing information and knowledge with others to promote heritage.
- Raising awareness of heritage, heritage issues and their importance.
- Promoting opportunities for heritage research and education.

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 received after the application deadline will not be accepted.

15. **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.

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

17. **Project time frame** Start date (after May 31, 2012), significant goal posts, completion date, (project must be completed by May 31, 2013).

18. 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.

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 2011-2012? This may affect your eligibility for funding. Please contact the CKCA office.*