

Program 1: Funding Support to Communities Through Community Arts Councils 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. Program 1 applications are adjudicated locally and should be sent directly to ***your local community arts council and received by 5:00 pm local time on Friday, March 9, 2012.***
4. Many arts councils do not have an office, only a post office box, so ensure you send your original application early enough to arrive at the PO Box before the deadline. ***Late or incomplete applications will not be accepted. Fax or E-mail applications will not be accepted.***
5. Community arts councils will gather a local committee to adjudicate Program 1 applications. Each committee will determine priorities for funding for their community (consistent with CKCA/CBT criteria) through the adjudication process, and will forward their funding recommendations to the CKCA Steering Committee for final adjudication.
6. Funding is available to individuals or groups that reside in the Canadian Columbia Basin.
7. Funding is for any local artistic, cultural or heritage project benefiting Columbia Basin artists and/or communities and providing at least one of the outcomes identified as priorities by the CKCA (see application form). The payment of artists, performers and writers for the production, performance or exhibition of their works is a CKCA priority.
8. Individual artists requiring funding to create a new artistic project (artwork, writing, media, dance, etc.) are eligible under Program 1.
9. Individuals or arts, heritage or community groups offering new projects, programs, events, workshops are eligible under Program 1.
10. Cultural, heritage, or musical groups requiring uniforms or costumes are eligible under Program 1.
11. Funding is designed to support NEW initiatives. Funding is not available for regular operating costs or existing deficits. The CKCA may consider funding the same project for a maximum of two years. This policy does not guarantee funding for the second year. Applicants must apply again the second year and be recommended for further funding by the local adjudicating committee.
12. Funding under Program 1 is not available for the purchase of Capital equipment (a piece of equipment with lasting benefit beyond the project, which costs over \$200.00).
13. Each community receives approximately \$5,000.00 to support Program 1 projects. Successful projects tend to receive awards in the \$500.00-\$2,500.00 range. You should put forward a reasonable and realistic budget to enable you to complete your project as proposed. Your local arts council adjudicating committee will decide which projects to support based on the strength of each proposal and the quality of the applications received.
14. Normally you apply to your local community arts council. A possible exception might be if your project will take place in and/or benefit a different community (e.g. a mural in a different town).
15. Examples of creative work are not required, although they are recommended to assist the adjudication committee who may not be familiar with your work. Examples may be of previous work, or work you are proposing and should be a maximum of two pages (photos, sketches, writing, lyrics, score, etc.) in total. Examples **will not** be returned to applicants.
16. Total Program 1 funding for the Columbia Basin: \$120,000.00 divided between 18 communities.
17. Arts councils that receive 8 or more Program 1 applications from the community may recommend additional projects for Program 1-Overflow funding to a maximum of \$10,000.00 per arts council.
18. Program 1 projects must take place after May 31, 2012 and must be completed by May 31, 2013.

CKCA use only

**Program 1: Funding Support to Communities
Through Community Arts Councils
PROJECT APPLICATION FORM – 2012-2013**

Your Local Arts Council: _____

- 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 individual or organization applying: _____
2. For organizations: Name and title of primary person responsible for project: _____
3. Applicant mailing address: _____
4. City/Town: _____ Postal Code: _____
5. Tel: _____ Fax: _____ E-mail: _____

6. Short title of proposed project:
7. CKCA funding amount requested: _____

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

9. Outline of project: Provide an 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. If attaching the outline, please limit to one page maximum. Point form is preferred.

Columbia Kootenay Cultural Alliance Application – Program 1

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

- Increased public awareness throughout the Basin of artists, arts, culture and heritage, leading to greater public appreciation of and involvement in arts and heritage.
- 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.

11. List groups or individuals cooperating in this project. Attach a 1-page outline (maximum), with a brief (1-2 paragraph) description of each primary participating individual's bio stating background and training relevant to the project.

12. Project time frame – (after May 31, 2012) start date, significant goal posts, and completion date (project must be completed by May 31, 2013).

13. If your single project is a larger regional project which occurs in multiple communities and you are applying to more than 1 arts council for Program 1 funding (for this same project), attach a list of all arts councils you are applying through. Remember to itemize all of these Program 1 funding requests in your budget revenues.

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 sheet to your local arts council. Arts council contact information available at: www.basinculture.com, 250-505-5505 or toll free 1-877-505-7355

Local Arts Council: _____

Address: _____

City/Town: _____ Postal Code: _____

**APPLICATION DEADLINE: RECEIVED BY YOUR LOCAL ARTS COUNCIL
5:00 pm local time, Friday, March 9, 2012.**

Incomplete or late applications will not be accepted. 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.*