

**Program 2: MINOR CAPITAL PROJECT FUNDING FOR ARTS/HERITAGE ORGANIZATIONS OR VENUES  
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 2 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.*** Many arts councils do not have an office, only a Post Office box, so ensure you send your application early enough to arrive to the PO Box before the deadline. ***Late or incomplete applications will not be accepted. Fax or E-mail applications will not be accepted.***
4. The Minor Capital Project Funding program is to assist with capital funding needs of non-profit arts and heritage organizations or venues. Funding is available for capital projects including: physical leasehold improvements to venues or equipment (lights, sound, risers), upgrading or initiating facilities and acoustical improvements.
5. ***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.
6. ***CKCA does not fund Capital projects for private businesses or on private property.***
7. If the building is owned by government, Program 2 Capital funding is not available for structural repairs (i.e. foundation, walls, roof).
8. Funding is not for on-going maintenance.
9. Funding requests for uniforms or costumes should be directed to Program 1.
10. Do not combine capital projects with non-capital projects. For example: if your organization wishes to purchase a sound system and then create a performance which would use the sound system, these would be considered two different projects which may then fit within two different funding programs.
11. Every Basin community arts council may recommend Program 2 Minor Capital Project Funding projects in 2012-2013.
12. Due to demand, not all projects recommended by community arts councils will be funded.
13. Capital funding is for \$3,000.00 maximum per project, \$5,000 maximum per community. Total program funding is \$40,000.00.
14. Program 2 projects must take place after May 31, 2012 and must be completed by May 31, 2013.



Columbia Kootenay Cultural Alliance Application – Program 2

11. 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 organizations, leading to greater public appreciation of and involvement in the arts.
- More art being produced and presented within the Basin; and 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.

12. List groups or individuals cooperating in this project. If applicable, attach a brief description of other community members/groups that will benefit from the capital purchase.

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

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: \_\_\_\_\_

**This application will be adjudicated by your local arts council and forwarded to the Columbia Kootenay Cultural Alliance if recommended for funding. All projects recommended by community arts councils will not necessarily be funded.**

**Return this original form, attachments and budget sheet to your local arts council. Arts council contact information available at: [www.basinculture.com](http://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.**

**Program 2: CAPITAL FUNDING FOR ORGANIZATIONS OR VENUES  
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):
<b>Columbia Kootenay Cultural Alliance (CKCA Funding Request-Pending):</b>
<b>TOTAL PROJECT REVENUES:</b>

**\* EXPENSES**

<b>PROGRAM EXPENSES</b>
Capital Purchase Price:
Installation/Contract Fees (Specify):
Materials (Specify):
Technical expenses (Specify):
Equipment Rental:
Program Telecommunications:
Travel/transportation:
Other expenses (Specify):
Other expenses (Specify):
<b>TOTAL PROGRAM EXPENSES:</b>

<b>ADMINISTRATIVE EXPENSES</b>
Admin. Salaries:
Office Rent:
Office Supplies:
Telecommunications:
Other (Specify):
<b>TOTAL ADMIN. EXPENSES (Must not exceed 10% of Total Project Expenses):</b>
<b>TOTAL PROJECT EXPENSES (Program + Admin):</b>

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 2011-12? This may affect your eligibility for funding. Please contact the CKCA office.*