

**Program 4: ARTS & HERITAGE MENTORING /
MASTER CLASSES
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. All Mentoring 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 Mentoring program has two categories:
 - 4a-Arts and Culture Mentoring/Master Classes***
 - 4b-Heritage Mentoring***
6. The ***4a Arts and Culture Mentoring/Master Classes*** program assists community or arts groups to provide emerging professionals, artistic or cultural mentoring or master classes.
 - a The project must have a mentor/instructor recognized as a professional in their field.
 - b Proposals must be made by an arts council or other community, cultural or arts group, not the mentor. The community group does not have to be incorporated (it can be an informal group, for example).
 - c The 4a Arts and Culture Mentoring/Master Classes program is not for the professional development of an individual. It is to provide mentoring and skill development to a group of people in a community. Individuals seeking personal professional development/mentoring opportunities should apply under Program 1 through their local arts council.
6. The ***4b Heritage Mentoring*** program assists heritage groups or community organizations working in the field of heritage to provide heritage mentoring to people working in the collection, preservation, protection, research and promotion of heritage.
 - a The project must have an instructor/mentor recognized as a professional in their field.
 - b Proposals must be made by a heritage organization or other community group, not an individual. The heritage organization or group does not have to be incorporated (it can be an informal group, for example).
 - c It is preferable to make the benefit of the mentor's knowledge available to as wide an audience as possible. Partnerships are encouraged.
7. Funding under Program 4 is not available for the purchase of Capital equipment (a piece of equipment with lasting benefit beyond the project, which costs over \$200.00).
8. Arts & Heritage Mentoring / Master Classes funding is for \$2,000.00 maximum per project. Total program funding for 4a is \$10,000.00. Total program funding for 4b is \$5,000.00.
9. All Mentoring projects must take place after May 31, 2012 and must be completed by May 31, 2013.

**Program 4: ARTS & HERITAGE MENTORING /
MASTER CLASSES
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 or group applying: _____

2. Name and title of primary person responsible for project: _____

3. Applicant mailing address: _____

4. City/Town: _____ Postal Code: _____

5. Tel: _____ Fax: _____ Email: _____

6. **What category** are you applying under? Check the **ONE** Mentoring category you are applying to:

4a Arts and Culture Mentoring/Master Classes

4b Heritage Mentoring

7. **Short title of project:** _____

8. **CKCA funding amount requested:** _____ (maximum \$2,000.00 per project)

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

10. **Outline of project:** Provide an outline indicating the nature 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 4

11. **How does the project further the following goals and objectives** of Columbia Kootenay Cultural Alliance Funding Program 4 - Mentoring and Master Classes? (tick all applicable):

Program Goal 1:

- Support development of structures for marketing and skills of artists, arts, culture, and heritage orgs.

Objectives for Goal 1:

- Encourage and support mentoring relationships.
- Facilitate the ability of groups of emerging professionals to participate in master classes.
- Facilitate the ability of organizations to collect, preserve, protect, research and promote heritage.

Program Goal 2:

- Promote Basin-wide cultural opportunities and the participation of all residents in arts, culture and heritage.

Objective for Goal 2

- Expose interested residents to the potential of a field through instruction by a recognized professional.

12. **Briefly describe how** the project will meet the goals/objectives you indicated above:

13. **List groups or individuals co-operating** in this project: Attach a 1-page outline (maximum) with a brief (1-2 paragraph) description of the proposed mentor/instructor and primary organizing individual's bio stating background, training relevant to the project.

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

15. 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.

Columbia Kootenay Cultural Alliance Application – Program 4
Program 4: ARTS & HERITAGE MENTORING / MASTER CLASSES
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

Workshop fees:
Fundraising:
Foundations – Specify (Pending/Confirmed):
Federal/Provincial Government Funding - Specify (Pending/Confirmed):
Local/Regional Government (Pending/Confirmed):
In-Kind Services (Specify):
Other (Specify):
Other (Specify):
Columbia Kootenay Cultural Alliance (CKCA Funding Request-Pending):
TOTAL PROJECT REVENUES:

*** EXPENSES**

PROGRAM EXPENSES
Salaries/Fees: Artists/Instructors:
Other (Specify):
Materials (Specify):
Equipment Rental:
Technical expenses (Specify):
Program/production space rental:
Program Telecommunications:
Instructor travel/transportation:
Publicity:
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 2011-12? This may affect your eligibility for funding. Please contact the CKCA office.*