

Program 6: MAJOR PROJECT FUNDING 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 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 Major Project Funding program has two categories:
 - 6a-Major Project Funding - Arts***
 - 6b-Major Project Funding - Heritage***
6. The intent of the Major Project Funding program is to provide an opportunity for individuals or arts, culture and heritage organizations that reside within the Canadian Columbia Basin to create ***new*** artistic works, cultural or heritage events or projects ***on a major scale***.
7. The project should further the directions of the CKCA (as outlined on the application form) and the application should demonstrate the project's relevance to the category you have chosen.
8. After reviewing the Major Project Funding application materials it is strongly recommended that you discuss the nature of your project idea and funding request with CKCA staff ***well in advance*** of the application deadline.
9. The funding is not available for capital, regular operating or existing deficits.
10. Applicants should demonstrate the ability to successfully complete the project as proposed.
11. It is strongly recommended that Major Project Funding application budgets exhibit other sources of revenue in addition to the CKCA funding request.
12. Individuals applying for Program 6 are required to provide a portfolio of their work for review by the Steering Committee. **Do not send original documents.** Supply print copies of portfolio materials in either a folder or binder (no duo-tangs). Portfolios will be returned via regular mail, or may be picked up at the CKCA office after adjudication. While reasonable care will be taken with handling of portfolio materials, the CKCA will not be responsible for their loss or damage.
13. Individuals applying for Program 6 are encouraged to demonstrate some community benefit as an aspect of the project (for example: mentoring opportunities, public performances or exhibition).
14. In general, the aim of the CKCA Major Project fund is to meet community rather than private sector needs. Any proposals submitted by private sector organizations must be sponsored by a non-profit community organization and must clearly demonstrate community benefits.
15. Funding under Program 6 is not available for the purchase of Capital equipment (a piece of equipment with lasting benefit beyond the project, which costs over \$200.00). If this type of equipment is required to complete the project, the equipment may be rented to complete the project, and the rental fee may be listed as an expense.
16. Major Project funding is available in the amount of one \$9,000.00 award per project.
17. Total program funding \$80,000.00. 6a: \$50,000.00. 6b: \$30,000.00.
18. Program 6 projects must take place after May 31, 2012 and must be completed by Nov. 30, 2013.

CKCA use only

Program 6: MAJOR PROJECT FUNDING PROJECT APPLICATION FORM – 2012-2013

- Type or print legibly in dark ink
- Do not staple applications or attachments
- Attachments must be in dark ink on light colored paper
- CKCA budget form must also be completed & submitted with this application form

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

6. What category are you applying under? Check the ONE Major Project category you are applying to: <input type="checkbox"/> 6a Major Project Funding - Arts <input type="checkbox"/> 6b Major Project Funding - Heritage
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7. Short title of proposed project:
8. CKCA funding amount requested: <u> \$9,000.00 </u>

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

10. Outline of project: Give a complete 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. (Please attach one page maximum if necessary).

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

- Build long-term sustainability for artists, thereby increasing the number of artists who can create an economic living through their art.
- Create a positive image for artists, the arts, culture and heritage organizations as community assets.
- Support art, culture and heritage that increases awareness of social, ecological and economic issues, seeing art, culture and heritage as part of the connection between and within communities.
- Create increased opportunities for all segments of local communities including seniors, youth, ethnic groups, first nations to participate in arts, culture and heritage.
- Create an increased audience and market for artists and performers, both within and beyond the Basin.
- Assist the on-going viability and availability of community facilities for use by artists, arts, cultural and heritage organizations and residents.
- Support development of skills, and structures for marketing, artists, arts and heritage organizations and the arts, culture and heritage.
- Encourage and support mentoring relationships.
- Strengthen arts, cultural and heritage organizations, both locally and Basin-wide.
- Build a common voice within and for the arts, cultural and heritage community.

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 submitted after the funding deadlines will not be accepted.

This section to be completed by *organizations* applying for funding:

15. Society or Charitable Status Number:

16. Attach a brief history of your organization (1 page max), describing the past focus of your work/activities and a brief history of successful past projects.

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

This section to be completed by *individuals* applying for funding:

18. Attach a Curriculum Vitae (2 pages max) of your past practice, including successful past projects and experience relevant to the coordination of your project.

19. Enclose a portfolio of your work along with your application package. Portfolio should demonstrate your professional/public artistic practice and development. Contents e.g.: examples of work (photos, excerpts, scores etc.); exhibition catalogues; press; reviews Format: 8.5" x 11" pages in a folder or binder. Hard copy materials preferred. CD's DVD's enclosed must be PC/Windows compatible. Websites will not be reviewed.

20. Project time frame Start date (after May 31, 2012), significant goal posts, completion date, (project must be completed by November 30, 2013).

21. 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 2010-11? This may affect your eligibility for funding. Please contact the CKCA office.*