

Program 4: ARTS & HERITAGE MENTORING / MASTER CLASSES

FUNDING POLICIES AND GUIDELINES 2008-2009

1. Read the CKCA *Arts, Culture and Heritage Funding Programs* brochure for a general overview of all CKCA funding programs available.
2. Read the *How to-Funding Policies and Guidelines* for general policies applicable to CKCA funding programs before starting your application to ensure eligibility.
3. All Mentoring program applications are adjudicated by the CKCA Steering Committee and should be ***sent directly to the CKCA. Applications must be received by the CKCA by 5:00 pm PDT on Friday April 4, 2008. Late or incomplete applications will not be accepted. Fax or E-mail applications will not be accepted.***
4. The Mentoring program has two categories:
 - 4a-Arts and Culture Mentoring/Master Classes***
 - 4b-Heritage Mentoring***
5. The ***4a Arts and Culture Mentoring/Master Classes*** program assists community or arts groups to provide artistic or cultural mentoring or master classes to emerging professionals.
 - 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). 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.
8. Arts & Heritage Mentoring / Master Classes funding is for \$2,000.00 maximum per project. Total program funding for 4a is \$5,000.00. Total program funding for 4b is \$5,000.00.
9. All Mentoring projects must take place after May 31, 2008 and must be completed by April 30, 2009.