Program 5: ORGANIZATIONAL DEVELOPMENT

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 all CKCA funding programs before starting your application to ensure eligibility.

3. Organizational Development 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 <u>5:00 pm PDT on Friday April 4, 2008</u>**. **Late or incomplete applications will not be accepted**. *Fax or E-mail applications will not be accepted.*

4. Program 5 – Organizational Development provides organizational or board development and workshops for organizations with a focus on arts, culture or heritage to improve their structure and capacity to serve their community.

5. Partnering with like minded organizations is encouraged where appropriate.

6. Funding is not available for staff wages or operational expenses.

7. It is recommended that you contact the CKCA office before filling out an application.

8. Funding under Program 5 is <u>not</u> 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.

9. Total Organizational Development program funding is $8,000.00.

10. Program 5 projects must take place after May 31, 2008 and must be completed by April 30, 2009.