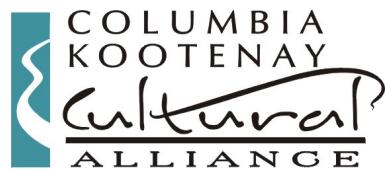# Primary Funding Policies and Guidelines
Arts & Culture Grant Programs 2022-23

Applicable to all CKCA Managed Programs

1. Read the current Arts & Culture Funding Programs brochure for a general overview of all CKCA managed grant programs available.

2. The Frequently Asked Questions (FAQ) page on the CKCA website www.basinculture.com has more information if you have further questions not answered in these materials.

3. Applications are reviewed through a competitive, subjective adjudication process. This document outlines general policies and guidelines when applying to all CKCA funding programs. Further program specific policies, guidelines, deadlines, and application forms are available on the CKCA website on the "Funding" page.

4. Under normal circumstances, CKCA staff will only discuss submitted proposals with the person named as the applicant. Arrangements to speak with another person about the proposal must be requested in writing by the applicant.

COVID-19

1. COVID-19 continues to impact our province. CKCA funding cannot be used for any activities that contravene government orders, notices, or guidance.

2. CKCA appreciates that changing regulations and uncertainty with timelines may have impacts on arts and cultural projects, especially those that require travel, people working together, or have public engagement as a component of their grant activities. However, applicants are expected to plan projects that can adapt to changing COVID-19 protocols, including digital solutions. Address possible adaptations within the project outline.

3. CKCA will be flexible with funded projects in response to changing COVID-19 protocols and recognize that some project activities may have to adapt. We are committed to working with funding recipients to find solutions in response to this crisis. This may take additional time.

Eligibility

1. **To be eligible for funding, the primary emphasis of project proposals must be on arts and culture.**

2. The applicant's primary residence must be in the Columbia Basin Trust region, having lived in the region for at least the 12 continuous months prior to submitting an application.

3. CKCA funding is open to individuals of all artistic disciplines as well as arts and cultural organizations. Minors must have a parent or legal guardian apply on their behalf. Please see applications for details regarding specific eligibility for each program.

4. Applicants do NOT have to be a member of any arts council or a member of any registered society or group.

5. The payment of artists, performers and writers for the production, performance or exhibition of their work is a priority of the CKCA.

6. Funding is designed to support projects. Funding is not available for regular operating costs or existing deficits. The CKCA may consider funding the same type of project again in subsequent years, but this does <u>not</u> guarantee funding for the subsequent year. Applicants must apply again the subsequent year and compete for funding through the regular adjudication process.

7. Any artistic or cultural commercial projects must contain **original creative works** with projected proceeds of sales included in the budget as a source of revenue.

8. The CKCA will only fund the development and production of marketing, advertising and promotional materials **as part of** a larger arts and culture project, **not as a stand-alone project**.

9. Funding cannot be used to support travel expenses outside the Basin for professional development and training projects. PD and training projects which involve travel outside the Basin MUST clearly detail other (Non-CKCA) revenues on the budget to cover the out of Basin travel costs.

10. If you, or your organization, have an outstanding / incomplete project from a funding year previous to the 2020-21 funding year, this could affect your eligibility for funding.

11. The Columbia Basin Trust (Trust) has other funding programs to support heritage, social issues, economic development, the environment, and water. Proposals that are not **primarily** focused on arts and cultural activities should investigate other Trust funding programs.

12. The Trust has been mandated by legislation not to relieve any level of government of its legal or financial obligations (incrementality).

Ineligible Requests

The following are not eligible for funding support through CKCA *Arts & Culture Grant Programs*:

4. Late (<u>received</u> past the stated application deadline)

5. Applications received in a manner other than outlined on the application form for the program you are applying to, including faxed and/or e-mailed applications

6. Retroactive funding (any project activities/expenses to be incurred prior to June 1st, 2021)

   Although the research/planning process for projects may be underway before June 1st, **the actual event, project activities or program that you outline in the project application <u>must take place only from June 1st on</u>** and be completed by the timeframe in the program you are applying to. Project completion timeframes are detailed in the application forms for each program.

   If you include activities before or after these dates within your project (example: in the outline, timeline or budget), the project may be considered ineligible.

7. Applications from governments and their agents

8. Projects using creative mechanisms to solve social issues, or which replace funding conventionally covered by government or other agencies

9. Art therapy projects or projects of a primarily social nature

10. Any school-based activities including, but not limited to, curriculum delivery and extracurricular activities (with the exception of: *Artists in the Classroom)*

11. Capital expenditures (with the exception of: *Minor Capital Arts)*

12. Projects with unbalanced budgets

13. Debt retirement, or reserves

14. Existing deficits or the regular operating expenses of an ongoing activity

15. Paying the costs of fund-raising activities

16. Activities of religious organizations that primarily serve their membership and/or their direct religious purposes, unless the community at large will benefit significantly

17. Sabbatical leaves

18. Amateur sports

19. Library acquisitions, construction, and capital purchases

20. Support for individual academic or dissertation research

21. Projects which create a dependency on CKCA or the Trust

22. Binding of periodicals

Application Forms

1. Application forms are different for each CKCA funding program. Your project proposal must be outlined on the form supplied for the program you are applying to.

2. **Applicant contact information**:
Your e-mail address is used as your unique identifier in the grant management system, therefore each applicant (whether an individual or an organization) must use an e-mail address which is unique to that applicant. **Do NOT** use the same e-mail address as a primary e-mail address to create accounts or applications for different applicants.

   - **Organizations:** when filling in an application for a **legally registered organization**, use the organization's contact info (e-mail, mailing address). **Do NOT** use your personal / home contact information in the main organization fields. Note: The organization's board is legally responsible for execution of the project and completing the grant requirements.

   - **Non-registered groups:** Individuals applying on behalf of a non-registered group or organization (for example: a community-based art group, or a group of musicians, without a business registration) should use their personal contact information, as the funding contract will be made out in the name of the individual, on behalf of the informal group, for the application in question. Note: The individual applying on behalf of the group is legally responsible for execution of the project and completing the grant requirements.

3. **For Non-Online forms** (*Arts Funding to Communities*)**: Print legibly in black or dark blue ink/type**. Your application is photocopied for members of the adjudicating committee. *If it isn't legible, it may not be juried*. Please use minimum 10-12 point font size. If using a fillable PDF, if the text in a field becomes very small or does not show, use less text.

4. Answer **all** questions on the application form, including the check boxes. Complete the budget form. Sign the application. *Incomplete applications may not be funded.*

5. *Do not use* staples, post-its, stickers or card stock on application forms or attached documents. Paperclips are preferable.

6. Keep attachments brief and focused. *Point form is preferable*. Excessive attachments may not be reviewed.

7. *Funding is project based:* A project is a planned activity (or group of activities) which has a defined budget, undertaken over a specific time-period (with a start and end date), and is meant to achieve an intentional purpose/outcome, of which the primary focus must be arts and culture.

8. ***When describing your project be clear:*** who, what, where, when, and how? Why is it important to do this project? What impacts might it have on the: artist, participants, audience, community?

9. When asked to specify your project activities and goals on the application, think about how you intend to evaluate the success of your project upon completion, and whether your goals are realistic given the resources (human, time and financial) available. ***Projects should be realistic and achievable***.

10. ***Do not include ineligible activities*** within the scope of your project (including the budget). If you include ineligible activities within the project application, the entire application will not be eligible for funding.

11. If requested in the application, ensure you attach a ***brief biography*** (one page or less) of yourself or the ***primary*** participants involved in your project only. Keep bios relevant to ***experience related to the project***.

12. ***Keep a copy*** of your application for your records (this will be part of your funding contract).

Examples of Work

1. The requirement for examples of creative/artistic work differs amongst funding programs. Examples may be helpful to assist the adjudication committee who may not be familiar with your work (especially if you have not exhibited or performed locally / publicly).

2. Check the application for the program you are interested in for further details.

Application Process and Deadlines

1. Applications will only be accepted before the applicable funding deadline by the methods outlined below:

   APPLICATION DEADLINE for *Arts Funding to Communities*: 5:00 pm local time, Friday, **March 4, 2022**

   - *Arts Funding to Communities* applications are sent directly to a local community arts council in hard copy (on paper).

   APPLICATION DEADLINE for all other CKCA grant programs: 5:00 pm Pacific Time, Friday, **March 11, 2022**

   - ***All CKCA program applications*** (other than Arts Funding to Communities) are ***submitted online*** through the CKCA online application portal. Applications must be submitted before the applicable funding deadline. Read the *CKCA Online Application Guide* before starting.

   - ***Major Project Arts*** program applications are ***submitted online*** through the CKCA online application portal, ***with a hard copy portfolio submitted by mail*** through the CKCA post office box, **or** by courier service to the CKCA office. To facilitate fairness and equitable access to funding, hand delivered portfolios dropped off at the CKCA will ***not*** be reviewed.

   Note: If you do not have <u>any</u> computer access, or face accessibility challenges due to disability, contact the CKCA office at least 10 business days prior to the funding deadline for assistance.

   APPLICATION DEADLINE for Artists in the Classroom: May & October, 2022. Apply though ArtStarts in Schools. Visit artstarts.com/aic for information.

Adjudication Results

1. CKCA adjudication results will be e-mailed to applicants in June (or possibly July, depending on COVID meeting adaptations and volume of applications). Do not ask for adjudication results early. Add mail@grantapplication.com to "safe senders" in your e-mail to ensure you receive your results. Adjudication decisions are final.

2. Successful applicants must sign a funding contribution agreement, complete their project as proposed in the original application, refrain from ineligible activities as part of the project and submit interim and final reports to maintain funding eligibility.

3. All funded projects **must** acknowledge the Trust and CKCA in all promotional and written materials relating to the funded project.

4. All submissions to the Trust and CKCA are subject to the "Freedom of Information and Protection of Privacy Act". Sections of submitted applications and reports may be made available to the public in accordance with the act. See application form for details.

Budgets

1. Budget should be reasonable and appropriate to the scale of your project. Only include revenues and expenses which relate to the **specific project as described in your application**. It is helpful to estimate/research your project expenses first as this will give you a sense of the revenues you will need to complete your project.

2. **Do not include ineligible activities or expenses** within your project or budget. If you include ineligible activities, the entire application will be considered ineligible for funding.

3. Both revenues and expenses **must** be completed with the understanding that the figures are estimated and dependent on receiving funding.

4. **Budgets must be balanced** (expenses = revenues).

5. Include the requested grant amount from the CKCA on your budget revenue on the line provided.

6. **You must use the CKCA budget sheet provided.** You may provide additional details or breakdowns on a separate sheet if necessary, but you must also fill in the CKCA budget sheet.

7. Indicate on the budget whether other funding sources are pending (eligible / applied for) or confirmed (funding approval received).

8. **Eligible expenses for most funding programs** include (but are not limited to): supplies and materials to be used up during completion of the project; wages for artists, performers, writers, designers, technicians or curators; project management or coordination; venue rental; equipment rental; documentation; promotion; project administration costs for organizations.

9. **"Project administration"**, if needed, should only refer to office expenses incurred by organizations in support of the project. Example: existing staff spending time on paperwork / bookkeeping or a portion of office rent which is related to the project. Administration is not project management, implementation, or coordination. Office supplies, postage, etc. are eligible as project expenses; however the CKCA does not fund regular operating expenses.

10. Any artistic or cultural commercial projects must contain **original creative works** and the projected proceeds of revenues (sales, admissions, etc.) must be included in the budget as a source of revenue. For example, sale of books, prints or digital media (including downloads / streaming), and admissions from performances. Keep your estimates of projected revenues reasonable / conservative.

11. ***Your budget must be balanced.*** If, when developing your budget, you anticipate that the project is commercial enough to project a profit above and beyond the project expenses, then the project is not eligible for funding.

Budgets - In Kind Donations

12. You may include in-kind donations on your budget to show community support. This is optional. In-kind can include, for example: services, supplies and rental fees, or curatorial, archival or artist labour fees donated to the project.

13. ***If you list in-kind donations in the budget, you must include the in-kind donation as both a revenue and an expense item.*** The expense item listed is the amount the in-kind donation would cost if it were not being donated (note as in-kind) and the revenue item listed is the amount of the in-kind donation to the project. If you only list the in-kind item as revenue and you do not list/note that same item in the expenses, the budget may appear unbalanced and the project may not be eligible for funding.

14. In-kind service fees may only be listed for professionals contributing their time to your project. A professional is someone who normally charges a fee for the activity being donated. Professionals contributing to your project might include professional mentoring / instruction or other service providers such as artists, curators, graphic designers, editors, illustrators, recording engineers, directors, etc. Cultural knowledge keepers may also be considered professionals.

Capital Expenses

15. **Capital expenses are only eligible within the Capital funding program.**

16. **Capital expenses 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 and has lasting benefit beyond the project. This includes (but is not limited to) tools, software or instruments.

17. **Capital construction / renovation activities and expenses are not allowed** within any other funding program. In these programs, do not include capital activities within the scope of your project. If you include capital expenses in an application to a non-capital program, the entire project will not be eligible for funding.

18. If capital equipment is needed to complete a non-capital project, your existing equipment may be used (and not listed in the budget), or the equipment may be rented (if applicable/reasonable) to complete the project and the rental fee may be clearly listed in the budget as a rental expense.

If you have any questions about the application process, program eligibility, or how to fill in your application form and/or budget, please read the FAQ's on the website and the program guidelines for the program you are interested in, then contact:

Columbia Kootenay Cultural Alliance
Tel: 250-505-5505   **Toll-free:** 1-877-505-7355
E-mail: admin@wkartscouncil.com
Website: www.basinculture.com

All programs funded by:

Columbia Basin trust