

Primary Funding Policies Arts & Culture Funding Programs



Applicable to all CKCA-managed programs

General Information

1. Read the current Arts & Culture Funding Programs brochure or website (www.wkartsCouncil.com/ckca-funding) for a general overview of all grant programs managed by the Columbia Kootenay Cultural Alliance (CKCA). Identify which program is best suited to your project.
2. Visit the website for more funding information (www.wkartsCouncil.com/ckca-funding) including a grant-writing workshop video and Frequently Asked Questions (FAQ).
3. Applications are reviewed through a competitive, subjective adjudication process. This document outlines general policies when applying to *any* CKCA funding program.
4. Further program-specific policies, deadlines and application forms are available on the website.
5. The payment of artists, performers and writers for the production, performance or exhibition of their work is a priority of CKCA.
6. Funding is project-based: A project is a planned activity or group of activities that has a defined budget, is undertaken over a specific timeframe (with start and end dates) and is achieving an intentional purpose or outcome, of which the primary focus must be arts and culture.
7. In general, 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, with the exception of underage individuals or those with accessibility issues who require a guardian to complete their application.

Accessibility

If you do not have computer access, or face accessibility challenges, contact the CKCA office at least 10 business days prior to the funding deadline for assistance. We will ensure that you have appropriate access to all the applications, in a manner that suits your needs.

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 (ourtrust.org/map), and the applicant must have lived in the region for at least 12 continuous months prior to submitting an application.
3. CKCA funding is open to individuals of all artistic disciplines, as well as arts and culture organizations. Minors must have a parent or legal guardian apply on their behalf. See applications for details about specific eligibility for each program.

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4. Applicants are *not* required to be a member of any arts council or a member of any registered society or group.
5. Funding is designed to support projects, not operating costs or existing deficits. CKCA may consider funding the same type of project again in subsequent years, but this does *not* guarantee funding for the subsequent year. Applicants must apply again the subsequent year and compete for funding through the regular adjudication process.
6. Any artistic or cultural projects must contain *original creative works* with projected proceeds of sales (if applicable) included in the budget as a source of revenue.
7. 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.
8. CKCA funding can only be used to support travel expenses inside the Basin. Projects that involve travel outside the Basin *must* clearly detail other (non-CKCA) revenues on the budget to cover the out-of-Basin travel costs (with some exceptions for Touring grants).
9. If you or your organization have an outstanding or incomplete project from a prior funding year, this could affect your eligibility for funding.
10. Columbia Basin Trust has other funding programs to support heritage, social issues, economic development, the environment and more. Proposals that are not *primarily* focused on arts and culture activities should investigate other funding programs.

Ineligible Requests

1. Late applications (received past the deadline).
2. Emailed applications.
3. Incomplete applications.
4. Retroactive funding (for any project activities or expenses incurred prior to June 1 of the current funding year).
5. Note: Although the research or planning process may be under way before June 1, the project activities *must take place from June 1 onward* and be completed by the end date in the program you are applying for. Project completion timeframes are detailed in the application forms for each program.
6. Applications from governments and their agents.
7. Projects using creative mechanisms to solve social issues, or which replace funding conventionally covered by government or other agencies.
8. Art therapy projects or projects of a primarily social nature.
9. Any school-based activities including, but not limited to, curriculum delivery and extracurricular activities (with the exception of ArtsStarts programming).

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10. Capital expenditures (with the exception of Minor Capital Arts) unless outlined within the program guidelines.
11. Projects with unbalanced budgets.
12. Debt retirement, or reserves.
13. Existing deficits or the regular operating expenses of an ongoing activity.
14. Paying the costs of fundraising activities.
15. Activities of religious organizations that primarily serve their membership or their direct religious purposes, unless the community at large will benefit significantly.
16. Sabbatical leaves.
17. Amateur sports.
18. Library acquisitions, construction and capital purchases.
19. Support for individual academic or dissertation research.
20. Projects that create a dependency on CKCA or the Trust.
21. Binding of periodicals.

Application Forms

1. Application forms are different for each CKCA funding program. Use the application for the specific program that is relevant to your project proposal.
2. **Applicant contact information:** Each applicant (an individual or organization) must use an email address unique to that applicant, as it becomes your identifier in the grant management system. Do not use the same email address to create accounts or applications for different applicants.

Organizations: When filling in an application for a legally registered organization, *only* use the organization's contact information, not your personal contact information. The organization's board is legally responsible for the execution of the project and completion of the grant requirements.

Non-registered groups: The individual applying on behalf of the group is legally responsible for the execution of the project and completion of the grant requirements. Individuals applying on behalf of a non-registered group or organization 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.

3. For non-online forms: (Hard copy applications are available by request only.)
 - Print legibly in black or dark blue ink or type. If your application is not legible, it may not be considered.
 - Use a font size of 10 to 12 points.

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- Do not use staples, post-its, stickers or card stock on application forms or attached documents. Paperclips are allowed.
- 4. Answer every question on the application form, including the check boxes.
- 5. Complete the budget form.
- 6. Complete the declaration on the application (for digital copies, check the confirmation box; for hard copies, sign the form).
- 7. Keep attachments brief; point form is preferable. Excessive attachments may not be reviewed.
- 8. If requested in the application, ensure you attach a brief biography (one page or less) about yourself or the primary participants involved in your project. Only mention experience related to the project.
- 9. Keep a copy of your application for your records.

Examples of Work

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

Application Process and Deadlines

Applications will only be accepted before the applicable funding deadline, as outlined on the CKCA website and in each application.

All CKCA applications are submitted online through the CKCA online application portal. Read the CKCA Online Application Guide before starting your online application.

Major Project Arts applications are also submitted online through the online application portal. However, in addition, a portfolio must be submitted in either electronic or hard copy format. For an electronic submission, complete the form and upload materials at the link provided in the application form. If you prefer to submit a hard copy, your portfolio must be sent by mail to our post office box or by courier service directly to the CKCA office. (Note: To keep funding equitable and fair, hand-delivered portfolios dropped off at CKCA will *not* be reviewed.)

Mail

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