

Primary Funding Policies Arts & Culture Funding Programs



Applicable to all CKCA programs

General Information

1. This document outlines general policies when applying to any funding program of the Columbia Kootenay Cultural Alliance (CKCA).
2. Read the current Arts & Culture Funding Programs brochure or visit the website (wkartscouncil.com/ckca-funding) for a general overview of all CKCA funding programs. Identify which program is best suited to your project.
3. Visit the website for more funding information, to watch the grant-writing workshop video and to read the Frequently Asked Questions (FAQ). Also find program-specific policies, deadlines and application forms on the website.
4. 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.
5. Projects are funded with the intention to support cultural vitality throughout the Columbia Basin (wkartscouncil.com/map) and to provide opportunities for Basin residents to access, enjoy and participate in arts and culture experiences.
6. Applications are reviewed through a competitive adjudication process.
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

1. 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.

Who Can Apply

1. The applicant's primary residence must be in the Columbia Basin region (wkartscouncil.com/map), and the applicant must have lived in the region for at least 12 continuous months prior to submitting an application.
2. 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.

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3. Non-profits or arts and culture organizations must have been in operation for a minimum of one year prior to applying for a CKCA grant. In addition, funding is only available to non-profits whose mandate includes arts or culture.
4. Applicants are not required to be a member of any arts council or a member of any registered society or group.
5. If you or your organization have an outstanding or incomplete project from a prior funding year, this could affect your eligibility for funding.
6. See applications for details about specific eligibility for each program.

Eligible Requests

1. To be eligible for funding, the primary emphasis of project proposals must be on arts and culture.
2. If your project involves the sale of original artistic or cultural work, you must include projected proceeds of sales in your budget as a source of revenue.
3. 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 standalone project.
4. CKCA funding can only be used to support activities taking place inside the Columbia Basin and must primarily benefit residents of the Basin.
5. See applications for details about specific eligibility for each program.

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).
 - 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.
5. Existing deficits or the regular operating expenses of an ongoing activity.
 - 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

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the subsequent year and compete for funding through the regular adjudication process.

6. Applications from governments and their agents, or projects which replace funding conventionally covered by government or other agencies.
7. Projects involving advocacy efforts.
8. School-based activities including, but not limited to, curriculum delivery and extracurricular activities.
9. Capital expenditures (except for Minor Capital Arts), unless outlined within the program guidelines.
10. Projects with unbalanced budgets.
11. Debt retirement or reserves.
12. Paying the costs of fundraising activities.
13. Activities of religious organizations that primarily serve their membership or their direct religious purposes, unless the community at large will benefit significantly.
14. Sabbatical leaves.
15. Art therapy projects.
16. Amateur sports.
17. Library acquisitions, construction and capital purchases.
18. Support for individual academic or dissertation research.
19. Projects that create a dependency on CKCA or the Trust.
20. 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 applying for a legally registered organization, 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.

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- **Non-registered groups:** Individuals applying on behalf of a non-registered group or organization should use their personal contact information. The funding contract will be made out in the name of the individual, on behalf of the informal group. That individual is legally responsible for the execution of the project and completion of the grant requirements.
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.
 - 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 checkboxes.
 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, 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.

Budgets

1. You must use the CKCA budget. If necessary, provide additional details or breakdowns on a separate sheet.
2. Estimate or research your project expenses first, as this will give you a sense of the revenues you will need to complete your project.
3. Only include revenues and expenses that relate to the project and that are eligible. The budget should be reasonable and appropriate to the scale of your project.
4. Eligible expenses may include items like supplies and materials to be used during the project; wages for artists, performers, writers, designers, technicians or curators; project management or coordination; venue rental; equipment rental; documentation; or promotion.
5. CKCA does not fund regular operating expenses. Organizations may include project administration costs, if required. These expenses must support the project, such as existing staff spending time on project-related coordination, implementation and paperwork.

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6. Indicate whether revenue sources are pending (eligible / applied for) or confirmed (funding approval received).
7. Include the projected proceeds of revenues (sales, admissions, etc.) as a source of revenue. This may include items like the sale of books, prints or digital media (including downloads/streaming); and admissions from performances. Keep your estimates reasonable and conservative. If you project a profit above and beyond project expenses, the project is not eligible for funding.
8. Expenses must equal revenues.

Budgets: In Kind Donations

1. You may include in-kind (non-cash) donations on your budget to show community support. This includes items donated to the project like supplies and rental fees, or services.
2. In-kind service fees may only be listed for professionals contributing their time to your project, who normally would have charged a fee. These may include professional mentors or instructors, artists, curators, graphic designers, editors, illustrators, recording engineers or directors. Cultural knowledge keepers are also considered professionals.
3. You must include the fair market value of the in-kind donation as both a revenue and an expense. The expense is the amount the in-kind donation would have cost if it were not being donated (note it as "in-kind") and the revenue is the amount of the in-kind donation to the project. If you do not list the item in both places, the budget may appear unbalanced and the project may not be eligible for funding.

Examples of Work

1. The requirement for examples of creative or artistic work differs amongst funding programs. Examples may 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

1. Applications will only be accepted before the applicable funding deadline, as outlined on the CKCA website and in each application.
2. **All CKCA applications** are submitted online through the CKCA online application portal. Read the CKCA Application Guide before starting your online application.
3. **Major Project Arts** applications are also submitted online through the application portal. 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.

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- To submit a hard copy, send your portfolio by mail to our post office box or by courier to the CKCA office. (Note: To keep funding equitable, hand-delivered portfolios dropped off at the CKCA office will not be reviewed.)

Mail

Columbia Kootenay Cultural Alliance
Box 103
Nelson BC V1L 5P7

Courier

Columbia Kootenay Cultural Alliance
619B Front Street
Nelson BC V1L 4B6