

## CCACS SUPPORT GRANTS 2017-18: INFORMATION & GUIDELINES

Four new support grants of up to \$1000 are available for non-profit/community groups or individual artists to support and develop arts and culture in Williams Lake and the Central Cariboo (CRD Areas D, E, and F) via a CCACS Pilot Support Grants Project. The funding for these grants is made available from the Central Cariboo Arts and Culture Society (CCACS).

**The CCACS will be offering two pilot application intakes for 2018.**

**Intake #1:** December 1, 2017 application deadline for grants to be completed by June 30, 2018.

**Intake #2:** June 1, 2018 application deadline for grants to be completed by December 31, 2018.

### Non-profit/Community Group Support Grants

- **Capital Acquisition Grants** are available to facilitate and support the artistic activities of the organization or group through capital purchases.
- **General Program Support Grants** are available for activities such as workshops, professional development, or any other activity designed to enhance an existing program.
- **Community-Based Support Grants** are available for community-based artistic activities.

### Individual Artist Support Grant

- **Professional Development Grants** are available to individual artists to assist with course fees, related necessary materials and travel on the understanding that applicants will be required to show how the professional development activity will benefit not only their own practice, but also the general community and local artists.

## APPLICATION PROCESS

- Applicants are required to complete the CCACS Support Grants application form pertaining to the specific Support Grant applying for, and to submit all requested support material. The form and the support material are essential to the evaluation process. Application forms may be found on the CCACS website ([centralcaribooarts.com](http://centralcaribooarts.com)) or by request from the Executive Director.
- Applicants should complete the application form as accurately as possible, add separate sheets where necessary and take careful note of any additional materials requested. Each section must be complete when the application is submitted. The latest version of Adobe Acrobat is required to digitally complete the form.
- **Applications must be received at the above email address ([info@centralcaribooarts.com](mailto:info@centralcaribooarts.com)) no later than 4:00 p.m. on December 1<sup>st</sup> 2017 for Intake #1, and no later than 4:00 pm on June 1, 2018 for Intake #2.** It is the applicant's responsibility to ensure the application is complete and on time. Late or incomplete applications will not be accepted. Hard-copy submissions (single-side printed) may be submitted to the above address by the deadline.

## **ADJUDICATION CRITERIA**

### **General Criteria for all Support Grants:**

- Does the proposed activity contribute to the health and vitality of arts and culture in the Central Cariboo?
- Does the individual or non-profit organization/community group reside/operate within the Central Cariboo Region (City of Williams Lake and CRD Areas D, E, and F)?
- Can the proposed activity be completed within six months (between January 1 and June 30, 2018 for the December 1, 2017 application deadline, or between July 1 and December 31, 2018 for the June 1, 2018 application deadline)?
- Is the budget reasonable and does it show some financial or in-kind contribution by the applicant?
- If the applicant has received a previous CCACS grant, did they comply with all applicable conditions attached to that grant?

### **Individual Support Grants Criteria:**

#### ***Capital Acquisition Grants***

- Is the capital purchase likely to facilitate and/or support the artistic activities of the organization?

#### ***General Program Support Grants***

- Will the proposed activity enhance an existing program?

#### ***Community-Based Support Grants***

- Is the proposed activity community-based and arts-focused?

#### ***Professional Development Grants***

- How does the applicant propose to show how the professional development activity will benefit not only their own practice, but also the general community and local artists?

Applications for CCACS Support Grants are adjudicated by the CCACS Directors, and awards will be made by the Central Cariboo Arts and Culture Society, subject to the availability of funds.

### **NOTIFICATION:**

Applicants will be notified of results by letter from the CCACS, by December 22, 2017 for the December 1, 2017 intake, and by July 1, 2018 for the June 1, 2018 intake. Results are not released over the telephone.

### **CONDITIONS OF FUNDING:**

- All funding is subject to the availability of funds.
- Successful applicants must acknowledge the support of the Central Cariboo Arts and Culture Society on all promotional materials, advertising, and programs related to the funding. *Acknowledgements must be approved by the CCACS Executive Director prior to usage.* This is an important condition of receiving a grant because it informs the public of sources of support, and encourages public support for public funding of the arts.
- Grants may only be used for the purposes outlined in the application. Material changes to the nature or scope of the project must be reported promptly to CCACS. In such cases, CCACS may require full or partial repayment of the grant. Grant recipients who have not completed their project within the six month

allotment must also notify CCACS. Grants must be repaid in full to the CCACS if the grant recipient (organization) ceases operating or dissolves prior to completion of the project.

- CCACS Directors and staff do their best to attend client performances and events. Grant recipients are required to send CCACS information on any public performances or events presented in the context of their grant-supported activities. This information should be mailed/delivered or e-mailed to the CCACS Executive Director. The Executive Director will also ensure your information is advertised through the CCACS website and Facebook page, and any posters provided will be posted at the Central Cariboo Arts Centre.
- Grant recipients are required to file a Project Grant Report with the CCACS within one month of the project's completion. *Applications for future grants will not be considered until reports on previous grants have been received and approved by CCACS.* These reports help us to evaluate the achievements of funded activities in the community; monitor the effectiveness of our grant programs; and report to stakeholders how funds are spent. Successful applicants will receive an outline of what to include in their report.

**Failure to adhere to the conditions of funding will have an adverse effect on future applications to CCACS grants programs, and may result in ineligibility.**

#### **FURTHER INFORMATION**

For further information on this program, contact CCACS Executive Director Leah Selk at:

Central Cariboo Arts and Culture Society

90 Fourth Avenue North, Williams Lake, BC V2G 2C6

Telephone: 778-412-9044

Email: [info@centralcaribooarts.com](mailto:info@centralcaribooarts.com)

**APPLICATION FOR NON-PROFIT/COMMUNITY GROUP SUPPORT GRANT:  
 CAPITAL ACQUISITION**

**INTAKE #1: DEADLINE DECEMBER 1, 2017**

**FOR ACTIVITIES TAKING PLACE BETWEEN JANUARY 1 AND JUNE 30, 2018**

Before you begin, please read the CCACS Support Grant information and guidelines.

Refer to these guidelines when completing your application.

**AMOUNT  
 APPLYING FOR** \$ \_\_\_\_\_

<b>SECTION 1: APPLICANT INFORMATION, CAPITAL ACQUISITION</b>	
Name of Society or Community Group: _____	
<b>Mailing Address</b>	
Street: _____	
City: _____	Postal Code: _____
Telephone: _____	Email: _____
Website: _____	Facebook: _____
<b>Grant Contact Person</b>	
Name: _____	Title within Organization _____
Telephone: _____	Email: _____
For how long has the organization delivered arts and culture programming? _____	
Has the applicant received a previous CCACS grant?      Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, complete the following:	
Most recent CCACS Grant Amount: _____	Year of Award: _____
Note: If a report on the use of the previous grant was not submitted, your organization is not eligible for a 2017/18 grant.	

<b>OFFICE USE ONLY: For applicants who have received a previous CCACS grant</b>
Did the applicant acknowledge support in all promotional materials, advertising and programs related to the project being funded?
Was the funding used specifically for the purposes outlined in the application, unless otherwise authorized?
Were CCACS Directors/Staff invited to attend performances/events related to the grant, if applicable?
Was a complete final report received within one month of project completion?
Other comments:

**SECTION 2: CAPITAL PURCHASE INFORMATION**

Description of the Capital Purchase:

In what way will the capital purchase facilitate and support the artistic activities of the organization or group?

By which date will the purchase be completed by? \_\_\_\_\_

Please attach a quote from a reputable dealer (preference to local suppliers).

### SECTION 3: FINANCIAL INFORMATION, CAPITAL AQUISITION

Please attach a separate sheet if you require more space. In-kind income must equal in-kind expenses.

#### CAPITAL PURCHASE REVENUE SOURCES

CCACS Support Grant	\$ _____		
Other Grant Specify: _____	\$ _____	Funding received <input type="checkbox"/>	Applied for <input type="checkbox"/>
Other Grant Specify: _____	\$ _____	Funding received <input type="checkbox"/>	Applied for <input type="checkbox"/>
Cash Donations	\$ _____		
Cash or Staff allocations from your organization	\$ _____		
In-Kind Specify: _____	\$ _____		
Other Specify: _____	\$ _____		
Other Specify: _____	\$ _____		
<b>Total Capital Purchase Revenues</b>		\$ _____	

#### CAPITAL PURCHASE EXPENSES

Item	Cost
_____	\$ _____
_____	\$ _____
_____	\$ _____
In-Kind: _____	\$ _____
<b>Total Capital Purchase Expenditures</b>	
\$ _____	

### SECTION 4: DECLARATION

On behalf of and with the authority of the organization named above, in signing this application

- I have read and agree to all the conditions outlined in the Information & Guidelines;
- To the best of my knowledge, the information provided herein is accurate and complete; and
- If a grant is awarded, I accept responsibility for ensuring that the activities for which funding is received are completed in the manner described in the application; and
- If a grant is awarded, I undertake to provide CCACS with a report on the use of the grant within one month of project completion.

Signature\*: \_\_\_\_\_

\* Typing your full name above is equivalent to a signed declaration that you fully understand the conditions for funding