

CCACS SUPPORT GRANTS 2019: INFORMATION & GUIDELINES

Four 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). The funding for these grants is made available from the Central Cariboo Arts and Culture Society (CCACS) and the income generated from Central Cariboo Arts Centre rentals.

The CCACS will be offering two application intakes for 2019 funding.

Intake #1: November 22, 2018 application deadline for activities taking place between January 1, 2018 and June 30, 2018.

Intake #2: May 30, 2019 application deadline for activities taking place between July 1, 2018 and 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) 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) no later than 4:00 p.m. on November 22nd 2018 for Intake #1, and no later than 4:00 pm on May 30th 2019 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 21, 2018 for Intake #1, and by June 28, 2019 for Intake #2. 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

**APPLICATION FOR NON-PROFIT/COMMUNITY GROUP SUPPORT GRANT:
 GENERAL PROGRAM SUPPORT**

Before you begin, please read the CCACS Support Grant information and guidelines.
 Refer to these guidelines when completing your application.

INTAKE # APPLYING FOR: _____
 #1: activities taking place between Jan 1 – June 30
 #2: activities taking place between July 1 – Dec 31

**AMOUNT
 APPLYING FOR** \$ _____

SECTION 1: APPLICANT INFORMATION

Name of Society or Community Group: _____

Mailing Address

Street: _____

City: _____ Postal Code: _____

Telephone: _____ Email: _____

Website: _____ Facebook: _____

Grant Contact Person

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 No

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 new grant.

OFFICE USE ONLY: For applicants who have received a previous CCACS grant

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: ACTIVITY INFORMATION

Please provide a brief description of the existing program:

Please explain how you wish to enhance the existing program, and describe in what way the proposed activity will enhance the program:

By which date will the program be completed? _____

SECTION 3: FINANCIAL INFORMATION

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

PROGRAM REVENUES

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: _____	\$ _____	
Total Program Revenues		

PROGRAM EXPENSES

Item	Cost	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
In-Kind: _____	\$ _____	
Total Program Expenditures		\$ _____

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