

## PROJECT GRANTS 2019: INFORMATION & GUIDELINES

**Project grants are available for non-profit organizations or community groups in Williams Lake and the Central Cariboo (CRD Areas D, E, and F) to support and develop new arts and culture initiatives within this region.**

Grants are not available to organizations outside this area unless partnered with another local organization and delivering a project within the Central Cariboo. The funding for these grants is courtesy of the City of Williams Lake and the Cariboo Regional District ([Central Cariboo Arts & Culture function](#)), subject to the availability of funds.

**Project Grants of between \$300 and \$3,000 are available for projects which**

- Are new or build creatively on previous work
- Are likely to increase participation in arts & culture
- Take place within the Central Cariboo region (Williams Lake and/or CRD Areas D, E, and F)
- Will be completed by December 31<sup>st</sup> 2019
- Include some financial or in-kind contribution by the applicant

### APPLICATION PROCESS:

- Applicants are encouraged to contact the CCACS Executive Director to ensure that their project and organization are eligible for support prior to completing an application form.
- Applicants are required to complete the CCACS *Project Grants* application form and to submit all requested support material. The form and the support material are essential to the evaluation process.
- 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 and the application must be signed by two members of the organization. Attachments must be printed on white 8.5" x 11" paper, one side only; do not use coloured or fancy paper.
- **Applications must be received at [info@centralcaribooarts.com](mailto:info@centralcaribooarts.com) no later than 4:00 p.m. on January 31<sup>st</sup> 2019.** 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. Late or incomplete applications will not be accepted, regardless of the postmark date.

### ADJUDICATION CRITERIA:

- Does the project show some originality or bring some new direction to what the applicant normally does?
- Is the project likely to increase participation (by artists or public or both)?
- Can the project be completed by December 31, 2019?
- Is the project located within the Central Cariboo region?
- Is the project budget reasonable and does it show some financial or in-kind contribution by the applicant?
- If the applicant was a previous grant recipient, did they comply with all applicable conditions attached to that grant?

Applications for grants are adjudicated by panels made up of members of the arts and culture community who recommend to the CCACS Directors which applications should be supported and the dollar amount of that support. Each panel is chaired by a CCACS Director or by the Executive Director. The role of the Chair is to provide information, manage the process and record the panel's decision. The Chair does not make a judgment on the applications. Awards will be made by the Cariboo Regional District on the recommendation of 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, within three months of the deadline. 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 Cariboo Regional District and City of Williams Lake through the Central Cariboo Arts and Culture Society on all promotional materials, advertising, and programs related to the project being funded. *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 by December 31, 2019 must also notify CCACS. Grants must be repaid in full to the Cariboo Regional District if the grant recipient 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 projects. 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 Arts and Culture Function funded activities in the community; monitor the effectiveness of our grant programs; and report to the 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 the CCACS Project Grants Program, and may result in ineligibility.**

**FURTHER INFORMATION**

Applicants, specifically new applicants, are encouraged to contact CCACS before filling out the application. 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)

**GRANT WRITING WORKSHOP**

January 12th, 6pm – 8pm, at the Central Cariboo Arts Centre

Instructor: Graham Kelsey

This is a free workshop – Register by January 8<sup>th</sup> with Leah at 778-412-9044 or [info@centralcaribooarts.com](mailto:info@centralcaribooarts.com) (Pre-reading is required).

The workshop will introduce commonly made pitfalls in grant applications (e.g. budgeting, project description, etc). It will be focused on the CCACS Project Grant application.

**PLEASE DO NOT INCLUDE THESE GUIDELINES WHEN YOU SUBMIT YOUR APPLICATION**

**APPLICATION FOR CCACS PROJECT GRANT 2019**

<b>AMOUNT APPLYING FOR:</b>	\$ _____
(between \$300 and \$3000)	

**SECTION 1: APPLICANT INFORMATION**

**Name of Society or Community Group:** \_\_\_\_\_

**Mailing Address**

Street: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_ Facebook: \_\_\_\_\_

**Project Contact Person** (the person who will have direct communication with CCACS throughout the project)

Name: \_\_\_\_\_ Title within Organization \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**For how long has the organization delivered arts and culture programming?** \_\_\_\_\_

**Are you proposing to partner with other organization(s) for this project? If so, which organization(s)?:** \_\_\_\_\_

**Has the applicant received a previous CCACS grant?** Yes  No

If yes, complete the following:

Most recent CCACS Grant Amount: \_\_\_\_\_ Year of Award: \_\_\_\_\_

**Has the applicant submitted a complete report on the use of the previous grant?** Yes  No

Note: If a report on the use of the previous grant was not submitted, your organization is not eligible for a 2019 grant.

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

Did the applicant acknowledge support from the CRD/City of WL via the CCACS 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: PROJECT INFORMATION

Project Title: \_\_\_\_\_

At what specific location will the project take place: \_\_\_\_\_

What specific date does the project start: \_\_\_\_\_

By what date will the project be completed: \_\_\_\_\_

(your project report will be due within one month of this date)

If the project includes an event, which date will it take place: \_\_\_\_\_

How many people are expected to participate in the project: \_\_\_\_\_

Approximately what percentage of the project's participants/attendees are from the City and from the Central Cariboo region?

City %: \_\_\_\_\_ Central Cariboo %: \_\_\_\_\_

Description of the project (*max 250 words*):

In what way does the project show originality or bring new direction to what your organization normally does?

**SECTION 2: PROJECT DESCRIPTION, continued**

**How do you think the project will increase participation by artists or by the public, or both?**

**If the application involves a capital purchase, describe how it fits in with this project and how the acquisition will be used after the project is complete.**

**If this project starts prior to May (grants notification timeline), how will this grant further develop the project?**

**How do you plan to proceed with your project if your application(s) to funders are unsuccessful or if you fail to meet your fundraising objectives? If your plan involves reducing the scope of the project, be specific about what will be changed.**

### SECTION 3: FINANCIAL INFORMATION

Financial information about this project. Project budgets must be balanced (i.e., Total Revenue = Total Expenditure, In-kind Revenue = In-kind Expenses). Round to the nearest dollar. Please attach a separate sheet if you require more space. If making a capital purchase, please attach a quote from a recognized dealer.

#### PROJECT REVENUE SOURCES

CCACS Project 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"/>
Other Grant Specify: _____	\$ _____	Funding received <input type="checkbox"/> Applied for <input type="checkbox"/>
Ticket Sales	\$ _____	
Cash Donations	\$ _____	
Cash or Staff allocations from your organization	\$ _____	
In-Kind (materials; volunteers @ \$10/hour) Specify: _____	\$ _____	
Other Specify: _____	\$ _____	
Other Specify: _____	\$ _____	
Other Specify: _____	\$ _____	
<b>Total Project Revenues</b>		\$ _____

#### PROJECT EXPENSES – include an asterisk (\*) next to items that pertain specifically to this funding request.

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

**SECTION 4: DECLARATION (two signatures required)**

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

- We have read and agree to all the conditions outlined on pages 1 and 2 of Information & Guidelines;
- To the best of our knowledge, the information provided herein is accurate and complete; and
- If a grant is awarded, we 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, we undertake to provide CCACS with a report on the project and the use of the grant within one month of project completion.

1) Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_

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

2) Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_

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