

## CCACS GRANTS: INFORMATION & GUIDELINES

The Central Cariboo Arts and Culture Society (CCACS) promotes and supports arts and culture and the creative impulses necessary for their development in the Central Cariboo. In 2009, the Cariboo Regional District developed an [arts and culture function](#), passing a bylaw allocating tax revenue to arts and culture within the Central Cariboo region (City of Williams Lake and CRD Areas D, E, and F). The CCACS was formed in 2010 as a BC registered non-profit society, with a mandate not only to administer this function, but also to serve the many existing independent cultural organizations and events, and to facilitate the development of arts and culture in the central part of the region. By doing so, the CCACS provides an accountable, transparent, and neutrally administered process for the arts and culture function and the allocation of the function's funds.

### CCACS GRANTS

**Four streams of grants are available for existing non-profit organizations or community groups in Williams Lake and the Central Cariboo (CRD Areas D, E, and F) to support and develop arts and culture initiatives within this region.** 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. Organizations may apply for grants in amounts between \$500 and \$3000.

#### The CCACS offers two grant application intakes per year:

- **SPRING intake:** The deadline is May 15<sup>th</sup> by 4:00pm for activities/projects taking place between July 1<sup>st</sup> and June 30<sup>th</sup>.
- **FALL intake:** The deadline is November 15<sup>th</sup> by 4:00pm for activities/projects taking place between January 1<sup>st</sup> and December 31<sup>st</sup>.

#### The four CCACS Grant streams are:

- **PROJECT GRANTS** are available for projects that are new or build creatively on previous work, and are likely to increase participation in arts and culture.
- **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 or support an existing program.
- **COMMUNITY-BASED SUPPORT GRANTS** are available for community-based artistic activities.

### ELIGIBILITY

Applicants must be:

- Based and/or operating within the Central Cariboo region.
- Providing arts/cultural activities, programming, or events within the Central Cariboo region.
- Either an established community group or non-profit organization, an Indigenous Government, Friendship Centre, or Métis Chartered Community. Established means that your group has operated and had activities within the community for at least one year.



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Please see Adjudication Criteria on page 3 for further details. For a list of previously funded organizations and activities, please visit [centralcaribooarts.com/previous-recipients/](http://centralcaribooarts.com/previous-recipients/)

Awards are not available for:

- General operations.
- Projects, activities or events that are secondary to other purposes (such as fundraising, religious, or private celebrations).
- Start-up costs or seed money.
- Fundraising.
- Projects, activities, or events that have either a deficit or a surplus budget.
- For-profit entities.
- Entire project, activities, or event budgets.
- Newly formed organizations or community groups, or organizations without a bank account (we suggest you partner with an established organization if you do not meet this criteria).

## APPLICATION PROCESS

- Applicants are encouraged to contact the CCACS Executive Director to ensure that their activities, projects, or events and organization are eligible for support prior to completing an application form. A [Frequently Asked Questions](#) section is available on our website, along with a [sample budget](#).
- Applicants are required to complete the application form for the specific grant stream in which they are applying 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, including the declaration section, and the budget must be balanced. Unless requested, please do not submit extra materials beyond what is asked in the application form. The [latest version of Adobe Acrobat](#) is required to digitally complete the form. Please ensure the application form is downloaded and saved to your computer prior to entering any information. If opened and completed in your internet browser, any information entered may not be saved.
- Applicants proposing to include Indigenous culture or knowledge in their project or activity are required to include written permission from the relevant Band or Indigenous community (see Considering Cultural Context on page 3).
- Applicants proposing to work with specific artists or arts groups are required to submit a confirmation of participation or letter of support stating their involvement with the project or activities.
- Applicants proposing to partner with another organization are required to submit a confirmation of participation or letter of support stating their involvement with the project or activities.
- **Applications must be received at [info@centralcaribooarts.com](mailto:info@centralcaribooarts.com) no later than 4:00 p.m. on either May 15<sup>th</sup> for the SPRING intake or November 15<sup>th</sup> for the FALL intake.** It is the applicant's responsibility to ensure the application is complete and on time. Hard-copy submissions (single-side printed) may be submitted to the address on the letterhead by the deadline. Late or incomplete applications, or applications that fail to meet eligibility criteria, will not be brought forward to the adjudicators for assessment, regardless of the postmark date. A complete application includes all

sections filled-out, a balanced budget, attached requested materials, and a checked and signed declaration page.

## ADJUDICATION

Applications for grants are adjudicated by panels made up of CCACS Directors and members of the arts and culture community who recommend to the CCACS Board which applications should be supported and the dollar amount of that support. Each panel is chaired by a CCACS Director and/or 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 Central Cariboo Arts and Culture Society, subject to the availability of funds from the City of Williams Lake and the Cariboo Regional District via the Central Cariboo Arts and Culture Function.

## ADJUDICATION CRITERIA

### General Criteria for all CCACS Grants:

- Does the proposed activity, project, or event contribute to the health and vitality of arts and culture in the Central Cariboo (City of Williams Lake and CRD Areas D, E, and F)?
- Is the activity, project, or event taking place within the Central Cariboo?
- Can the proposed activity, project, or event be completed within one year (between July 1<sup>st</sup> and June 30<sup>th</sup> for the Spring intake / May 15<sup>th</sup> deadline, or between January 1<sup>st</sup> and December 31<sup>st</sup> for the Fall intake / November 15<sup>th</sup> deadline)?
- Is the budget reasonable, balanced, and does it show some financial or in-kind contribution by the applicant?
- If the applicant was a previous CCACS grant recipient, did they comply with all applicable conditions attached to that grant?

### Individual CCACS Grants Criteria:

#### PROJECT GRANTS

- Is the project new or does it build creatively on previous work?

#### 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 or support an existing program?

#### COMMUNITY-BASED SUPPORT GRANTS

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

## CONSIDERING CULTURAL CONTEXT

In 2019, the CCACS Board adopted Guiding Principles for Collaborating with Indigenous Peoples in CCACS Programs and Projects and made a commitment to administer programs and projects in accordance with the standards and principles of the [United Nations Declaration of the Rights of Indigenous Peoples](#) (the Declaration). The CCACS supports the Province of British Columbia in its

commitment to fully adopt and implement this important document, and follows the BC Arts Council in their considerations of cultural context.

In consideration of this commitment, all applicants and adjudicators should contemplate a variety of factors around cultural context when submitting a funding application to the CCACS. Not all considerations will apply to all applications.

The CCACS' Guiding Principles are:

- The Board of Directors and CCACS staff respect the culture, diversity and unique interests of Indigenous peoples in the Central Cariboo, and support their inclusion and participation in all programs, activities and facility use.
- The CCACS will collaborate with Indigenous peoples to the best of its ability and availability of resources. Collaboration will be intended to directly support Indigenous arts and culture and may reflect the past, present and/or future of Indigenous peoples in the geographic area it serves.
- CCACS programs and funded projects will exclude any type of cultural appropriation of Indigenous art or culture. This includes the use of cultural forms, aesthetics or iconography removed from their social, political and cultural roots.
- Grant applications involving Indigenous culture or knowledge, where appropriate, must include written permission from the relevant Band or Indigenous community.

Please also consider that cultural appropriation can also occur when there is insufficient credit given to the sources of any artistic and cultural work. Cultural appropriation diminishes access and reduces the opportunity for artists from Indigenous and diverse cultural communities to tell their own stories. (BC Arts Council).

## NOTIFICATION

Applicants will be notified of results by letter from the CCACS within eight weeks of the application deadline. Awards will be made payable to the name of the organization listed on the application.

## CONDITIONS OF FUNDING

- All funding is subject to the availability of funds.
- Successful applicants must [publicly acknowledge the support](#) of the Cariboo Regional District and City of Williams Lake via the Central Cariboo Arts and Culture Society on all promotional materials, advertising, and programs related to the activities, event, or 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 activities, event, or project must be reported to CCACS in advance to the changes, and may require approval by the CCACS Board. In such cases, CCACS may require full or partial repayment of the grant. Grant recipients who may not be able to complete their activities, event, or project within the one-year time period must also promptly 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 activities, project, or event.



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- CCACS Directors and staff do their best to attend client activities, projects, and events. Grant recipients are required to send to the CCACS any information on public performances or events presented in the context of their grant-supported activities, projects, or events. 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. We want to see your events or activities well-attended, and are happy to support your advertising efforts by sharing to our networks.
- Grant recipients are required to file a CCACS Grant Report with the CCACS within two months of the activities, project, or event's completion, using the [reporting template](#) available on the CCACS website or by request from the Executive Director. 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 stakeholders how funds are spent. Any reporting may be shared with the appropriate committee(s), board(s), Cariboo Regional District and/or City of Williams Lake staff, and consultants. General information about awarded grants and reporting, including photos/media, may also be shared with the public and/or used for promotional purposes.
- **Failure to adhere to the conditions of funding will have an adverse effect on the applying organization's future applications to the CCACS Grants Program, and may result in ineligibility.**

## FURTHER INFORMATION

Applicants, specifically new applicants, are encouraged to contact CCACS before filling out the application. We also offer Grant Information Sessions – please check our calendar of events, website, or contact the Executive Director for dates.

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

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90 Fourth Avenue North, Williams Lake, BC V2G 2C6  
Telephone: 778-412-9044  
Email: [info@centralcaribooarts.com](mailto:info@centralcaribooarts.com)



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