

## APPLICATION FOR CCACS GRANT: CO-CREATE GRANT

Before you begin, please read the **CCACS Grant Information and Guidelines** and refer to this document as you complete the application.

**INTAKE APPLYING FOR:** \_\_\_\_\_

**SPRING:** May 15 deadline for activities taking place between July 1 – June 30

**FALL:** Nov 15 deadline for activities taking place between Jan 1 – Dec 31

[The latest version of Adobe Acrobat is required to complete/save this](#)

**AMOUNT APPLYING FOR:** \$ \_\_\_\_\_  
 Between \$500 and \$3,000

### SECTION 1: APPLICANT INFORMATION

**Name of Lead Group or Organization:** \_\_\_\_\_

**Name of Lead Artist or Organizer:** \_\_\_\_\_

**Mailing Address:**

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

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

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

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

**Grant Contact Person** (the person who will have direct communication with CCACS throughout the grant activities)

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

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

**When was the organization(s) established?** \_\_\_\_\_

**Please list your collaborating organizations and/or artists:**

**Has the Society or Community Group 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.**

## SECTION 2: APPLICATION QUESTIONS AND RATIONALE

Program/Project Title: \_\_\_\_\_

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

By what date will your program or activities start: \_\_\_\_\_

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

*(Your project report will be due within two months of this date)*

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

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

Approximately what percentage of the program's participants/attendees will be from the City and from the Central Cariboo region?

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

**PROJECT OVERVIEW & COLLABORATION:** Describe your proposed project and the collaboration involved. Who are the key partners, and how will they contribute to the development and execution of the project? What unique or targeted qualities will each collaborative partner bring to the project? What will be produced or offered because of the project?

**COMMUNITY IMPACT & ENGAGEMENT:** How will this project create new, engaging, and inclusive cultural experiences for the community? What strategies will you use to ensure meaningful community involvement in a way that fosters connection, ownership, and active participation in the project's success?

## SECTION 2: APPLICATION QUESTIONS AND RATIONALE

**CO-CREATION & SHARED CREATIVE PROCESS:** How will the project emphasize co-creation between partners? In what ways will the collaboration bring together diverse perspectives to enhance the artistic or cultural outcome? How will this proposal promote collaborative efforts between partners and how will this collaboration result in enhanced artistic or cultural outcomes?

**SKILL-BUILDING & CAPACITY DEVELOPMENT:** How will this project provide skill-building opportunities for artists, participants, students, or community members? What lasting benefits will it offer to the individuals or organizations involved?

**INNOVATION & SUSTAINABILITY:** How does this project introduce new or innovative approaches to arts and culture programming? What plans do you have to sustain or build upon the impact of this collaboration beyond the funding period?

### SECTION 3: FINANCIAL INFORMATION

Budgets must be balanced (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.

#### ACTIVITY REVENUE SOURCES

You may use this side for notes

Other Grant Specify: _____ Confirmed? Yes <input type="checkbox"/> No <input type="checkbox"/>	\$ _____	
Other Grant Specify: _____ Confirmed? Yes <input type="checkbox"/> No <input type="checkbox"/>	\$ _____	
Cash Donations / Sponsorships	\$ _____	
Cash or Staff allocations from your organization	\$ _____	
Ticket Sales / admission: _____	\$ _____	
Other Specify: _____	\$ _____	
Other Specify: _____	\$ _____	
Other Specify: _____	\$ _____	
In-Kind (materials) Specify: _____	\$ _____	
In-Kind (volunteer time) Specify: _____	\$ _____	
<b>Revenues Sub-Total</b>	\$ _____	<b>CCACS Grant % of total:</b> _____
<b>CCACS Grant Request</b>	\$ _____	<b>Allocations from your organization % of total:</b> _____
<b>Revenues Total</b>	\$ _____	

#### ACTIVITIES EXPENSES - Place an asterisk (\*) next to the items that would be purchased under this grant funding.

Item	Cost
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
In-Kind (materials): _____	\$ _____
In-Kind (volunteer time): _____	\$ _____
<b>Total 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 **CCACS Grants Information & Guidelines**.
- To the best of my knowledge, the information provided herein is fair, accurate, and complete.
- If the proposed activity/project involves Indigenous culture or knowledge, where appropriate, I have included written permission from the relevant Band or Indigenous community.
- I agree that information provided in this application and any subsequent 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.
- 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. I realize that grants may only be used for the purposes outlined in the application, and any changes must be approved in advance by the CCACS Board of Directors.
- If a grant is awarded, I undertake to adhere to all **Conditions of Funding**, including publicly acknowledging the Cariboo Regional District and City of Williams Lake via the Central Cariboo Arts and Culture Society, and providing CCACS with a report on the use of the grant within two months of activities/project completion.
- I have included **letters of participation** for all parties involved in the proposed activities, project, or offering with the application, should they be required as a part of your submission.

Name (organization signing authority) \*:

\_\_\_\_\_

*\*Typing your name above is equivalent to a signed declaration. Your application NEEDS a signature in order to be consider by the Committee.*

Position / Title:

\_\_\_\_\_

Telephone / E-mail:

\_\_\_\_\_