



**City of Kelowna Arts Foundation**  
**2006 Funding Application**

**Instructions for Completing the Application:**

- Please read through the whole grant before completing.
- Please respond to every question in each part.
- Additional pages can be added if required.
- Some of the sections of the application can be completed online and then printed out and submitted.
- Please make 18 copies of the completed document for review by members of CKAF.
- Please include one copy of recently prepared planning documents if any.
- One copy of brochures, publications or other publicity materials promoting your programs can also be included.

**Don't forget to include:**

A **Cover Letter** written by the Senior Staff Person, President or Treasurer of the organization. This is your opportunity to explain to the Foundation why the amount requested is needed. In the cover letter briefly address each of the following questions:

- Has your financial situation changed significantly since last year? Please explain.
- How does your organization demonstrate good fiscal management including the elimination of any deficit or the accumulation and allocation of surpluses?
- Is your performance/presentation season changing from last year in terms of activities/number of presentations?
- Address the reason or reasons why you are requesting an increase in funding if applicable.

**City of Kelowna Arts Foundation**  
**Funding Application**

(Please Make 18 Copies for the Foundation)

**Part I: Organizational Identification**

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Website address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Organization is registered:

- Under the B.C. Societies Act                      Yes\_\_\_\_ (#\_\_\_\_\_) No\_\_\_\_
- Under the Federal Government                  Yes\_\_\_\_ (#\_\_\_\_\_) No\_\_\_\_
- As a Non Profit Organization                    Yes\_\_\_\_ No\_\_\_\_  
  (tax-exempt society)

Date organization was established: \_\_\_\_\_

Fiscal year end: Day\_\_\_\_\_ Month\_\_\_\_\_ Year\_\_\_\_\_

**Part II: Grant Request**

Funds requested in this application: \_\_\_\_\_

Amount of last grant received from CKAF: \_\_\_\_\_ Year: \_\_\_\_\_

Total program budget: \_\_\_\_\_

What percentage of your total budget is the requested grant amount: \_\_\_\_\_%

**For CKAF Use Only**

Application issued by: \_\_\_\_\_ CKAF liaison: \_\_\_\_\_

Date / Time application received: \_\_\_\_\_ / \_\_\_\_\_

Liaison report attached: \_\_\_\_\_

### **Part III: Profile of the Organization and its Community Impact**

1. Describe your organization together with its general directions and guiding principles. Be sure to address each of the points below and attach extra pages if necessary.
  - The number of members in your organization and the membership fees.
  - Structure: Describe the type of organization.
  - Give a brief history of your organization (maximum of 150 words).
  - Please provide a list of names and titles of paid personnel with the number of hours worked per week and per year.
  - Provide names and professions of the members of your board of directors.
2. What is the mandate and artistic direction of your organization?
3. What is/are the geographic location(s) of your organization's activities?
4. How does your organization maintain responsible financial control?
5. What resources or training do your board members receive?
6. Has your organization invited its CKAF liaison to board meetings on a regular basis? If not, why?
7. Briefly describe the role of volunteers.
8. How does your organization involve youth in its programming?

**Part IV:**

**Description of the Organization's Main Activities and its Audience Development**

1. Do you present or produce artistic events?
2. If you produce, do you have a professionally recognized artistic director with professional affiliations? Please specify.
3. How do you plan to increase or diversify your audience?
4. How many of the artists appearing in your productions are professionals who derive a significant portion of their living from their art?

## **Part V: The Past Year's Programs and Activities**

Provide a summary of the group's public presentations / performances / activities during the past year. This must include the number of productions or events, the number of performances per production, artists involved, the target audience and attendance figures. If the number of public presentations is not consistent with the number proposed to CKAF in the previous grant application and for which the grant, if any, was awarded than explain this discrepancy.

## **Part VI: The Projected Programs and Activities for the Application Year**

Provide a complete schedule of the group's planned program for the application year. This schedule must include the number of proposed productions or events and the number of performances per production, artists/performers name, dates, target audiences, collaborative events etc.

## **Part VII: Financial Information**

Applicants are required to complete the Financial Information on the following page with specific information for the Past Year, Budgeted Year and Year to date.

## **Part VIII: Grant Follow Up Report**

If your organization received a grant from the City of Kelowna Arts Foundation in the previous year then applicants are requested to complete a follow up report.

In the one page **Grant Follow Up Report** briefly address each of the following questions:

- What was the grant amount received last year?
- What were your organization's plan/goals for the grant funds?
- Did you achieve these goals? If you didn't why not? If you were not successful, explain why?
- How were the funds spent?

**Part VII: Financial Information**

	<u>Past year</u>	<u>Budgeted Year</u>	<u>Year to date</u>
	dates	dates	dates
<b>REVENUE</b>			
<b>Earned:</b>			
Sales/Ticket sales	\$	\$	\$
Memberships	\$	\$	\$
Subscriptions	\$	\$	\$
Other (e.g. activities, rentals – specify)	\$	\$	\$
Subtotal	\$	\$	\$
<b>Fundraising:</b>			
Donation (cash, equipment, exchange of services)	\$	\$	\$
Sponsorships	\$	\$	\$
Funding Activities	\$	\$	\$
Gaming	\$	\$	\$
Subtotal	\$	\$	\$
<b>Grants:</b>			
The Canada Council for the Arts	\$	\$	\$
BC Arts Council	\$	\$	\$
Other Arts section programs (specify)	\$	\$	\$
Other Federal programs (specify)	\$	\$	\$
Other Provincial programs (specify)	\$	\$	\$
Other Municipal programs (specify)	\$	\$	\$
Subtotal	\$	\$	\$
<b>Total Revenue</b>	\$	\$	\$
<b>EXPENSES</b>			
<b>Administration</b>			
Manager/s	\$	\$	\$
Staff	\$	\$	\$
Bookkeeper	\$	\$	\$
Benefits	\$	\$	\$
Rent/Lease	\$	\$	\$
Utilities (telephone, maintenance, insurance)	\$	\$	\$
Office (include printing, stationery, postage/courier)	\$	\$	\$
Professional fees	\$	\$	\$
Accounting (include bank charges)	\$	\$	\$
Production Costs	\$	\$	\$
Advertising/Marketing	\$	\$	\$
Other Expenses	\$	\$	\$
<b>Total Expenses</b>	\$	\$	\$
<b>Surplus / Deficit</b>	\$	\$	\$

## Part IX: Declaration

NAME OF ORGANIZATION:

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Two Board Members and the Senior Staff person of the organization must sign this declaration.  
(if applicable).

We declare that the information submitted for consideration is true and accurate to the best of our knowledge. We hereby make application to the **City of Kelowna Arts Foundation** and declare that the funds will be used as described in our request. Funds received and not so used will be returned to the City of Kelowna Arts Foundation.

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