



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

The City of Kelowna Arts Foundation (CKAF) is a volunteer non-profit society established to distribute funds to the arts community on behalf of the City of Kelowna in order to promote, encourage and assist in the artistic and cultural development of Kelowna.

The object of CKAF is to provide a fair, balanced and efficient funding system for the arts and cultural community of Kelowna. The applicant will identify goals and standards of their organization to give CKAF the information it requires in order to determine the appropriate amount of funding.

The City of Kelowna Arts Foundation will nominate one or more of its members as a liaison person to each organization. The liaison will:

- Keep informed of the needs and activities of the organization.
- Report monthly to CKAF on the organization's progress.
- Present the organization's funding submission to CKAF.
- Recommend whether or not the organization should be funded and if so, to what extent.

Application pick up:

Applications can be downloaded from the City of Kelowna website, or can be picked up at Main Reception, City Hall or from a member of CKAF.

Application deadline:

On or before 2:00 pm Friday, February 10, 2006

The City of Kelowna Arts Foundation reserves the right to reject late applications.

Drop all copies off at:

City Hall

Main Reception

1435 Water Street, Kelowna, BC

Attention: City of Kelowna Arts Foundation

Please provide CKAF with 18 copies of your application.

Eligibility Criteria for Operating Assistance

CKAF will consider funding the following:

- Non-profit organizations incorporated as societies that are involved in arts-focused activities operating primarily in the City of Kelowna.
- Established groups whose demonstrated intent is to produce or present events where it is recognized there are significant costs.
- Emerging groups who can produce a sound business plan in accordance with CKAF's requirements.

Funding consideration is given to organizations that:

- Have completed at least one full year of operations.
- Maintain a consistently high standard of artistic achievement and professionalism in all areas of activity.
- Demonstrate a real financial need for assistance.
- Demonstrate a diversified revenue base including significant earned revenues, and/or other government support, and revenues from the private sector through fundraising activities or donations.
- Provide opportunities for professional artists.
- Provide programs and services accessible to the public year-round.

The City of Kelowna Arts Foundation (CKAF) will not fund:

- Individuals
- Travel
- Deficits
- Construction, capital improvements or repair costs
- Organizations which provide third party funding
- Heritage, ethnic, educational, or religious organizations
- Groups in which the majority of their productions, performances, or exhibitions occur outside the City of Kelowna.

Application Requirements

Applicants are encouraged to submit realistic requests based on achievable goals. Applicant organizations are required to provide detailed submissions consisting of a completed application form which must include the following:

- A **Cover Letter** written by the Senior Staff Person, President or Treasurer of the organization that explains why the funding is needed and discusses any overall changes in the organization.
- A complete summary of the artistic program details for the previous and proposed year.
- Financial statements for the last full year together with the year-to-date accounting and budget for the current year.
- A list of the organization's current board of directors or trustees including their occupations or areas of interest
- A list of staff and/or significant contractors, by name, title and/or responsibility.
- A completed **Grant Follow Up Report** with specific information about how the previous year's CKAF funds were utilized to achieve projected goals.
- A signed **Declaration** from the organization.
- Copies of recently prepared planning documents if any.
- Copies of brochures, publications or other publicity materials promoting your programs.

Adjudication Process

The completed application and report from the applicant's liaison are the primary methods of evaluation. In the interests of fairness, the following process is used to evaluate applications:

- Applications are received once per year prior to the appointed deadline.
- Applications are reviewed by the Secretary of CKAF for completeness.
- Applications are evaluated by members of the City of Kelowna Arts Foundation.
- Applicants are informed of the outcome of CKAF's decisions within two weeks of the deliberation process in March.
- Recommendations of CKAF are presented to Kelowna City Council for approval.
- Disbursement of the grant awards is within two weeks of CKAF receiving City Council's approval of its recommendations.

Assessment Criteria

The following criteria could be used in the evaluation of applications for support:

- Exploration of new forms of expression.
- Demonstrated capability of the applicant to realize the proposed program.
- Impact of the program in the community.
- The extent to which the organization encourages the participation of youth and involves volunteers.
- Demonstrated administrative capabilities, including planning, development, marketing, financial management and board development.
- Demonstrated revenue base including significant earned revenues, and/or other government support, and revenues from the private sector through fundraising activities or donations.

- Other factors which can effect the evaluation include the clarity of the application itself and the organization's ability to meet application deadlines.

Conditions of Assistance

As a condition of funding:

- The support of the City of Kelowna Arts Foundation must be acknowledged in all promotional materials. Digital logos are provided upon request. The logo must be used on posters, brochures, print ads and programs and used where possible on media releases and signage related to the funded project.
- The organization's assigned liaison person must be informed of all board meetings and events and supplied with the notices and minutes of those meetings.

Changes to Funding

The City of Kelowna Arts Foundation reserves the right to:

- Refuse applications if they are late or incomplete.
- Redistribute, delay or suspend funding if the organization does not carry out its planned program of activities, undergoes major changes in artistic and/or administrative direction; or does not meet its obligations as an award recipient.