

# Member Group Grants Funding Policies and Guidelines



## For All Applicants

The underlying philosophy of Slocan Valley Community Arts Council funding is that public funds should be allocated in a manner that benefits the community. In general, funds are meant to encourage new, original creative work.

### Eligibility

1. To be eligible for funding, the primary emphasis of proposals must be artistic, cultural or heritage.
2. Applicant Groups must operate in the Slocan Valley between Slocan and South Slocan.
3. Applicant Groups must be a member in good standing of the Slocan Valley Community Arts Council.
4. Projects must contain new, original creative work.
5. Eligible expenses:
  - a) cost of materials
  - b) subsistence of the artist (living expense)
  - c) payment of other artists in the production of the work
  - d) travel expense
  - e) equipment rental
  - f) equipment purchase \$200.00 or under
  - g) promotional expenses are eligible only as part of a project

### Ineligible Requests

The following are not eligible for funding support through SVCAC funding:

1. Projects with unbalanced budgets.
2. Ineligible expenses:
  - a) retroactive funding (any project activities/expenses incurred prior to February 1, 2016)
  - b) creation of commissioned work
  - c) developing instructional work intended as a source of income
  - d) purchase of equipment over \$200.00
  - e) capital costs
  - f) promotional expenses unless part of a project
  - g) business operating expenses.

### Application Forms

1. There are separate application forms for individual members and group members. Your project proposal must be submitted on the **Member Group Grant** application form.
2. Print legibly in black or dark blue ink/type. Your application form is photocopied for members of the Board. If it isn't legible, it may not be considered.
3. Answer all questions on the application form. Complete the budget form (make sure it is balanced). Sign the application. Please designate one person as the contact person who will be responsible for the project throughout.
4. Section IV -
  - a) Describe your affiliation with other local or provincial groups or associations, if any. ie parent organizations, memberships in other organizations, partnerships with other organizations.

- b) Describe how you used your arts council award last year. Summarize last year's project if you received an award.
- c) How many people were assisted by the award you received last year? (if you received one) Please report on participation numbers whether for participants or audience for each activity.
- d) Describe your plans for this year. (attach separate sheet if necessary). Include clear statements of your project idea, the practice to be used and your desired outcome.
  - i. Idea - describe the concept behind the work and your intention in undertaking the project.
  - ii. Practice - outline your plan for the project. Include a clear and realistic timeline. Include a process for sharing the results of the project with the community.
  - iii. Development - describe how the project will contribute to the artistic and/or cultural development of the organization and participants. Describe how the project will contribute to the artistic and/or cultural development of the art form. Describe how the project will contribute to the development of arts/culture in the community as a whole.
- e) How many people will be assisted by this year's grant request? Estimate participation and/or audience numbers for each activity.

5. Section V - please sign and date the Declaration.

### **Budgets**

1. Budget should be reasonable and appropriate to the scale of your project. Only include revenues and expenses which relate to the specific project as described in your application. It is helpful to estimate/research your project expenses first as this will give you a sense of the revenues you will need to complete your project.
2. Do not include ineligible activities or expenses within your project or budget.
3. Both revenues and expenses must be completed with the understanding that the figures are estimated and dependent upon receiving funding.
4. Budgets must be balanced (expenses = revenues).
5. Include the requested grant amount from SVCAC on your budget revenue on the line provided.
6. you may include in-kind donations on your budget to show community support. These are listed under "Contributed Services" in the Revenues section. Corresponding amounts must be listed in the Expenses section.

### **Submission Requirements and Deadlines**

Original application forms (and any attachments) must be received before the application deadline. **Late applications will not be accepted. Faxed or emailed applications will not be accepted.**

Completed grant applications must be received in the SVCAC mail box by 5:00pm on Friday, December 4, 2015

Mail completed applications to: Slocan Valley Community Arts Council, PO Box 18, Winlaw, BC V0G 2J0

Successful applicants will be notified after the application deadline and before February 28, 2016.

All funded projects must acknowledge the Slocan Valley Community Arts Council and British Columbia Arts Council in all promotional and written materials relating to the funded project.

If you have any questions about the application process, eligibility or how to fill in your application form and/or budget, please contact: [svcart@gmail.com](mailto:svcart@gmail.com).

Funded by:



**BRITISH COLUMBIA  
ARTS COUNCIL**  
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