# Primary Funding Policies
# Arts & Culture Funding Programs
# 2026–27

*Applicable to all CKCA programs*

## General Information

1. This document outlines general policies for applying to any funding program of the Columbia Kootenay Cultural Alliance (CKCA).

2. Visit the CKCA funding web page (wkartscouncil.com/ckca-funding) for a general overview of all CKCA funding programs. Identify which program is best suited to the project.

3. Find additional funding information, Q&A session videos, frequently asked questions and program-specific policies, deadlines and application forms on the website.

4. Funding is project-based. A project is a planned activity or group of activities that has a defined budget, is undertaken over a specific timeframe (with start and end dates) and is achieving an intentional purpose or outcome, of which the primary focus must be arts and culture.

5. Projects are funded with the intention to support cultural vitality throughout the Columbia Basin (wkartscouncil.com/map) and to provide opportunities for Basin residents to access, enjoy and participate in arts and culture experiences.

6. Applications are reviewed through a competitive adjudication process.

## Accessibility

1. If the applicant does not have computer access or faces accessibility challenges, contact the CKCA office at least 10 business days before the funding deadline for assistance. Staff will ensure there is appropriate access to the applications, in a manner that suits one's needs.

## Who Can Apply

1. The applicant's primary residence must be in the Columbia Basin region (wkartscouncil.com/map), and the applicant must have lived in the region for at least 12 continuous months before submitting an application.

2. CKCA funding is open to individuals of all artistic disciplines, as well as to arts and culture organizations. Minors must have a parent or legal guardian apply on their behalf.

3. Non-profit arts and culture organizations must have been in operation for a minimum of one year before applying for a CKCA grant. In addition, funding is only available to non-profits whose mandate includes arts or culture.

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4. Applicants are not required to be a member of any arts council or a member of any registered society or group to apply.

## Eligible Requests

1. To be eligible for funding, the primary emphasis of project proposals must be on arts and culture.

2. CKCA will only fund the development and production of marketing, advertising and promotional materials as part of a larger arts and culture project, not as a standalone project.

3. CKCA funding can only be used to support activities taking place inside the Columbia Basin region and must primarily benefit residents of the Basin.

4. See funding policy details about specific eligibility for each program by visiting the program pages on the website.

5. CKCA may consider funding the same type of project again in subsequent years, but this does not guarantee funding for the subsequent year. Previously successful applicants must apply again the subsequent year and compete for funding through the regular adjudication process.

## Ineligible Requests

1. Late applications (received past the deadline).

2. Emailed applications.

3. Incomplete applications.

4. Applications requesting retroactive funding (for any project activities or expenses incurred before June 1 of the current funding year).

   o Note: Although the research or planning process may be under way before June 1, the project activities must take place from June 1 onward. Project completion timeframes are detailed in the application forms for each program.

5. Applications requesting support for regular operating expenses related to ongoing activities.

6. Applications from governments and their agents, or projects that replace funding conventionally covered by government or other agencies.

7. Projects involving advocacy efforts.

8. School-based activities including, but not limited to, curriculum delivery and extracurricular activities.

9. Capital expenditures (except for the program Minor Capital), unless outlined within the program guidelines.

10. Projects with unbalanced budgets.

11. Debt retirement or contributions to reserves.

12. Fundraising activities.

13. Activities of religious organizations that primarily serve their membership or their direct religious purposes, rather than providing significant benefit to the community at large.

14. Sabbatical leaves.

15. Art therapy projects.

16. Amateur sports.

17. Library acquisitions, construction and capital purchases.

18. Support for individual academic or dissertation research.

19. Binding of periodicals.

20. Projects that create a dependency on CKCA or Columbia Basin Trust.

21. If the applicant or the applicant's organization has an outstanding or incomplete project from a prior funding year, this could affect eligibility for funding.

## Application Forms

1. Application forms are different for each CKCA funding program. Use the application for the specific program that is relevant to the project proposal.

2. **Applicant contact information**: Each applicant (an individual or organization) must use an email address unique to that applicant, as it becomes the identifier in the grant management system. Do not use the same email address to create accounts or applications for different applicants.

   o **Non-registered groups:** Individuals applying on behalf of a non-registered group or organization (an entity other than a nonprofit / society or charity) should use their personal contact information. The funding contract will be made out in the name of the individual, on behalf of the informal group. That individual is legally responsible for the execution of the project and completion of the grant requirements.

3. Answer every question on the application form.

4. Complete the budget form.

5. Complete the applicant declaration.

6. Keep attachments brief; point form is preferable. Excessive attachments may not be reviewed.

7. Keep a copy of the application to have on file. (A copy will also be available inside the applicant portal.)

## Budgets

1. The CKCA budget form is a requirement of the application. If necessary, provide additional details or breakdowns by uploading a separate document.

2. Only include revenues and expenses that relate to the project and that are eligible. The budget should be reasonable and appropriate to the scale of the project.

3. Eligible expenses may include items like supplies and materials to be used during the project; wages for artists, performers, writers, designers, technicians or curators; project management or coordination; venue rental; equipment rental; documentation; or promotion.

4. CKCA does not fund regular operating expenses. Organizations may include project administration costs, if required. These expenses must support the project, such as staff time spent on project-related coordination, implementation and paperwork.

5. Indicate whether revenue sources are pending (eligible / applied for) or confirmed (funding approval received).

6. Include the projected proceeds of the project (sales, admissions, etc.) as a source of revenue. This may include items like the sale of books, prints or digital media (including downloads/streaming) and admissions from performances. Keep estimates reasonable and conservative. If the project shows a profit above and beyond project expenses, the project is not eligible for funding.

7. Expenses must equal revenues.

## Budgets: In-kind Donations

1. In-kind (non-cash) donations may be included on the budget to show community support. This includes items donated to the project like supplies and rental fees, or services.

2. In-kind service fees may only be listed for professionals contributing their time to the project who normally would have charged a fee. These may include professional mentors or

instructors, artists, curators, graphic designers, editors, illustrators, recording engineers or directors. Cultural knowledge keepers are also considered professionals.

3. Fair market value of the in-kind donation as both a revenue and an expense must be included (if applicable). The expense is the amount the in-kind donation would have cost if it were not being donated (note it as "in-kind") and the revenue is the amount of the in-kind donation to the project. If the item is not listed in both places, the budget may appear unbalanced and the project may not be eligible for funding.

## Examples of Work

1. The requirement for examples of creative or artistic work differs amongst funding programs. Examples may assist the adjudication committee, who may not be familiar with the work of the applicant or others involved in the project. Check the policies for the program of interest for further details.

## Application Process and Deadlines

1. Applications will only be accepted before the applicable funding deadline, as outlined on the CKCA website and in each application.

2. All CKCA applications are submitted online through the CKCA online application portal. To apply, be sure to set up an account within the application portal.

3. Most applications are assessed by a steering committee made up of individuals nominated by arts councils across the Columbia Basin. (Community Grants applications are assessed by a local adjudicating committee in the community benefitting from the project.) Steering Committee members make funding recommendations on the basis of community benefit, application strength and quality, and available funds. Columbia Basin Trust reviews and approves recommendations for funding.

4. CKCA strives to distribute funds across communities, disciplines, and project types and will consider this a part of the adjudication of all applications. CKCA is further committed to ensuring funded projects reflect and enhance the cultural richness of the Basin.