

OPERATING



2012 Operating Grants GUIDELINES

APPLICATION DEADLINE: December 9, 2011 at 3:00 p.m. PST

Mail or deliver completed and signed application form and a digital copy (PDF or Word document) on CDROM or flash drive, along with supporting materials by the deadline to:

Operating Grants
City of Kelowna Cultural Services Branch
Capri Centre
#133 - 1835 Gordon Drive
Kelowna, BC V1Y 3H4

Trouble finding us? Cultural Services is located near the main entrance to Extra Foods, situated between Itto Sushi and the Medical Clinic at the Capri Centre Mall. There is no access to the Cultural Services office from inside the mall.

2012 Arts, Culture & Heritage Operating Grants

The City of Kelowna allocates annual grant funding to arts, culture and heritage organizations which provide arts, culture and/or heritage based programming and activities for the benefit of Kelowna residents.

This support acknowledges that the work of these organizations contributes to Kelowna's quality of life, identity and economy, and is extended to recipients who demonstrate vision, accountability and a spirit of community services in their operations.

Note that these grants have an operating focus - organizations may also be eligible to apply for a Project Grant in the same year through a separate process. Eligibility criteria and forms are available at kelowna.ca/culture or by contacting Cultural Services.

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Note re: deadline - Funding is intended to support operating expenses during the calendar year beginning January 1, 2012.

For more information, contact:

Cultural Services Branch
culture@kelowna.ca / 250 469-8811

Eligibility

Applicants must, in their applications, demonstrate that they meet the following adjudication criteria:

- Be incorporated and in good standing as a British Columbia non-profit society. Charitable status is not required;
- Be active as an incorporated non-profit society for at least one full year prior to the application deadline;
- Be an independent organization with a clear mandate which includes the provision of public programs and services with an arts, culture and/or heritage focus;
- Be directed by recognized arts/cultural/heritage professionals and/or experienced volunteers;
- Carry out the majority of their work (e.g. performances, exhibitions, events, programs, rehearsals, administrative activity, membership) in the City of Kelowna;
- If arts based, create, produce or present work primarily by local artists/performers/artisans (amateur and/or professional) - the program may include some artists who are not local;
- If heritage based, create, provide or facilitate events, materials, communications and/or services which interpret and convey the human history of Kelowna to residents and visitors;
- Demonstrate an inclusive, diverse and welcoming approach in their operations and activities;
- Demonstrate financial need;
- Be fiscally responsible (e.g. diversified revenue base, annual budgeting process, proper financial records and reports, support from an accredited bookkeeper/financial advisor); and
- Have a sound governance model which provides for staff/volunteer/board recruitment and development, planning, committees and partnerships.

Operating grants are not to be used for:

- *Start-up costs*
- *Seed money for projects or events*
- *Construction, renovation, property purchase or major equipment purchases*
- *Deficit reduction*
- *Supporting organizations primarily focused on sports, politics, education, religion, healthcare, ethnicity, social service and/or seek to attract only a special interest audience.*

Applications for Both Operating & Project Grants

Organizations receiving Operating Grants may also apply for one Project Grant within the same calendar year. A separate application is required.

Organizations which benefit from City of Kelowna Cultural Facility Grants or Professional Arts Grants are not eligible to apply for Operating Grants but will be eligible to apply for Project Grants.

Adjudication & Notification Process

All grants will be adjudicated by a panel of professional qualified peer and community representatives convened by an arm's length contracted agency in consultation with City of Kelowna staff.

Panelists are invited to participate based on their experience, merit and familiarity with granting processes and the local arts, culture and heritage community. To the extent possible, the panel will reflect the diversity of the community at large and the range of disciplines and activities reflected in the list of applicants.

Panelists who have a real or perceived conflict of interest regarding any application will be required to declare that such a conflict exists and will not participate in decisions relating to that application.

Cultural Services staff will be present as observers and facilitators during the adjudication process, but will not be active participants.

The adjudication panel will, within 30 days of the application deadline, provide its recommendations to the contracted agency, which in turn will present the recommendations to Kelowna City Council.

Subject to Council approval, the recommendations of the adjudication panel are final.

Funds will be disbursed as soon as possible after Council approval. The objective is to have all funds disbursed by the end of February 2012.

Grants are awarded on an annual basis, based on the merits of the application and the program criteria. Applicants must re-apply each year. Continued funding is not guaranteed.

Cultural Services staff are available to review applications prior to submission and to provide feedback after the review process is complete.

Grant Recognition & Acknowledgement

Grant recipients must acknowledge the financial assistance of the City of Kelowna on all communications and promotional materials relating to the organization (such as programmes, brochures, posters, advertisements, websites, news releases and signs).

Acknowledgement is provided by using the City of Kelowna logo in accordance with prescribed standards.

City of Kelowna logo files and usage standards will be provided to successful applicants. Failure to acknowledge the City's support may result in the inability of an organization to obtain grant support in future years.

Reporting

Successful applicants will provide year-end reports in a prescribed format to the City of Kelowna Cultural Services Branch. Receipt of these reports is a pre-condition for consideration of an organization's future grant applications in any category and will be part of the review panel resources in future grant application reviews.

A grant recipient seeking to make significant changes to its operations, as outlined in an application, should consult with Cultural Services staff prior to implementation.

Completing & Submitting Applications

- The application form is available in Word (recommended) and PDF formats online at kelowna.ca/culture. Information should be typewritten - handwritten forms will not be accepted.
- Cultural Services staff are available to review your application prior to submission and to provide feedback after the review process is complete.
- Applications which are late or incomplete are ineligible for adjudication.
- Answer all questions on the form concisely, and include all of the requested supporting materials - use the provided checklist to ensure that your application is complete.
- Support materials are welcome on the understanding that they will not be returned or retained.
- Information about an applicant's operations is collected for the purpose of adjudicating the application and for administrative purposes. It is collected under the authority of the *Local Government Act*, RSBC 1996, c323, *Community Charter*, SBC 2003, c26 and the *Freedom of Information and Protection of Privacy Act*, RSBC 1996 c165. Questions about the collection of this information are to be directed to Sandra Kochan, Cultural Services Manager at skochan@kelowna.ca, or 250-469-8935.
- Mail or deliver completed and signed application form and a digital copy (PDF or Word) on disc, along with supporting materials by the deadline to:

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