



# Active Living & Culture Grants Community Art Guidelines

Deadline: Friday, September 13, 2024 at 3 p.m. PST

These guidelines have been revised in 2024 – previous versions no longer apply.

If you have questions after reviewing these guidelines, you can obtain more information from Cultural Services staff.

Cultural Services  
Phone: 250-470-0640  
[culture@kelowna.ca](mailto:culture@kelowna.ca)

Community Art Grants  
City of Kelowna Cultural Services Branch  
101-1360 Ellis Street  
Kelowna, BC V1Y 2A2  
HOURS: Monday to Friday, 8:00 a.m. to 4:00 p.m.

## CITY OF KELOWNA ACTIVE LIVING & CULTURE DIVISION

### CORE PRINCIPLES:

The City of Kelowna's Active Living & Culture Division administers a number of grant programs and services for the community which:

- encourage active healthy lifestyles
- build strong neighbourhoods
- nurture lifelong participation in sport
- enhance cultural vibrancy
- facilitate development of events
- enhance social sustainability
- support effective management and operation of sport, recreation and cultural facilities

Organizations seeking funding support from the City of Kelowna through any of the grant programs administered by the Active Living & Culture Division should be aware of and aligned with one or more of these core principles.

### VALUES:

Any organization supported by the City of Kelowna will commit to the following values:

- accessibility, diversity and inclusion: the organization will not unreasonably exclude anyone by reason of religion, ethnicity, gender, age, sexual orientation, language, income
- accountability and fiscal responsibility: using resources effectively and efficiently
- innovation: being leaders in finding new solutions
- optimizing value: generating more value and impact from existing resources
- partnerships and collaboration: working with others to leverage energy, talent and resources

The Community Art Program is one of many grant programs provided by the City of Kelowna. Information about other grant opportunities is available on the City's website: [kelowna.ca/grants](https://kelowna.ca/grants)

## 1.0 COMMUNITY ART PROGRAM OBJECTIVES AND DESCRIPTION

### 1.1 *Program description:*

The Community Art Program supports projects that engage practicing artists with residents in a collaborative, collective, creative process which results in a temporary work of art. It is as much about process as it is about the artistic product or outcome. It is a way for the community to engage with the arts in a meaningful and interactive way.

The objectives of the Community Art Program are:

- Animate publicly accessible community spaces where arts are not traditionally offered;
- Encourage the creation of publicly accessible, temporary artworks that have artistic merit and community benefit;
- Address community concerns and/or reflects community identity;
- Incorporate the community in some aspect of the program. Simply creating a piece to be viewed by the public or allowing the public to view the creation of the piece is not sufficient community engagement for this program.

Some of the identifying characteristics of Community Art are:

- It provides a participatory creative experience which is accessible to a broad range of people;
- Fosters community pride, identity and cohesion through a collaborative artistic endeavor;
- It is a way for artists to apply their skills in community development and building cultural and social sustainability; and
- It has a goal to connect people.

The program welcomes artists from any discipline and encourages unique and creative ideas.

### 1.2 *Eligibility:*

To participate in this program, applicants must:

- Be a professional or emerging artist or a group or collective of professional practicing or emerging artists, who are eligible to work in Canada;
- Reside in the Central Okanagan (however the project activities being proposed must occur in the City of Kelowna);
- Either solely, or in partnership with others, propose an initiative which is consistent with the guidelines of this program;
- Be committed to carrying out the initiative for the benefit of Kelowna residents without exclusion of anyone by reason of religion, ethnicity, gender, age, sexual orientation, language, disability or income;
- Have fulfilled all reporting requirements for any previous grants from the City of Kelowna;
- Have the legal authority to sign a Memorandum of Understanding with the City of Kelowna and obtain general liability insurance;
- Have financial management systems in place (e.g. a bank account, proper

- financial records); and
- Submit a realistic project budget.

**1.3 *Ineligible applicants are:***

- Non-profit or charitable organizations who are eligible for the cultural grants program;
- Public or private educational institutions (schools, universities, colleges, training organizations);
- Students or teachers who propose a project leading to academic credit; or
- Organizations, groups or individuals which have outstanding indebtedness to the City of Kelowna or which have not fulfilled reporting requirements for any previous grants from the City of Kelowna.

**1.4 *Eligible activities and expenses:***

- Artist fees (may include fee/hour plus expenses)<sup>1</sup>;
- Services (various trades);
- Materials and supplies (consumables such as paint, canvas, glue etc.);
- Costs of setting up a safe venue for art production (insurance, tents, rental fees, permits);
- Documentation (videographer, photographer, editing, printing); or
- Coordination/project management (someone to help with logistics and publicity).

Grants are available for up to 100% of the total project cost, to a maximum of \$5,000.

Projects must be completed within 12 months of the grant award unless alternate arrangements are made with City staff.

**1.5 *Ineligible expenses and activities are:***

- Activities or products with a political, religious, fundraising or commercial purpose;
- Capital improvements;
- Purchase of property, capital equipment or collections;
- Projects which do not have
  - broad-based community participation;
  - the involvement of a local artist;
- Projects which already receive financial or in-kind support from the City of Kelowna (land, money or other support);
- Projects that take place outside of the City of Kelowna boundaries;
- Reduction or elimination of existing deficits or interest on same;
- Retroactive funding for projects already in progress; or
- Projects that will directly or indirectly lead to acquiring academic courses or credits.

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<sup>1</sup> Refer to CARCC professional fees schedule [www.carcc.ca/en/fee\\_schedule\\_2017\\_4\\_professional](http://www.carcc.ca/en/fee_schedule_2017_4_professional)

## 2.0 APPLICATION PROCESS

The application process is online and can be found on the [City's website](#).

Artists considering submission of an application are encouraged to do the following prior to completing an application form:

- Review these guidelines;
- Contact City staff to discuss your project idea:
  - Christine McWillis, [cmcwillis@kelowna.ca](mailto:cmcwillis@kelowna.ca), (250) 470-0640
  - Sara Thirnbeck, [sthirnbeck@kelowna.ca](mailto:sthirnbeck@kelowna.ca), (250) 469-8474

Eligible applicants will answer a series of prescreening questions using the online system before completing a full project application to ensure the project is eligible.

**Only online applications will be accepted.** If you are having problems with the online system, please contact [culture@kelowna.ca](mailto:culture@kelowna.ca) for support.

We are committed to ensuring equitable access to our submission process. Applicants are invited to contact [culture@kelowna.ca](mailto:culture@kelowna.ca) with questions or comments. Please ensure you receive email confirmation upon submission.

## 3.0 ASSESSMENT CRITERIA

The criteria listed below and in Schedule 1 represent 'good' practices for project development and delivery. Assessment will be based on the degree to which the project meets the criteria, based on the information provided.

All projects are unique. The assessment criteria provide an objective framework within which the project's feasibility and impact can be considered and form the basis for constructive feedback to the applicant.

Criteria are evaluated in three categories:

- i. Community Art Objectives (40%)
- ii. Project Management and Design (40%)
- iii. Project Outcomes (20%)

Refer to Schedule 1 for detailed descriptions of the criteria categories.

## 4.0 ASSESSMENT OF APPLICATIONS

### 4.1 *Review Process:*

Staff Review

- Applications will be adjudicated by City of Kelowna staff who are knowledgeable of the program objectives and these guidelines.

Obtaining a grant from the Community Art Program is a competitive process. Demand often exceeds available resources. Even if eligibility requirements are met, there is no guarantee of support.

**4.2 Interview:**

Applicants may be contacted to discuss the evaluation, build understanding about how the applicant will address any concerns arising, and engage in a broader dialogue about the project.

**4.3 Notification and Distribution:**

All applicants will receive an email notification of the evaluation results.

Funds will be disbursed in accordance with the signed Memorandum of Understanding.

**4.4 Request for Clarification/Request for Reconsideration**

Applicants may request further clarification from staff regarding the funding decision. However, all decisions of the review committee regarding this program are final.

**4.5 Final Report:**

Successful applicants will provide a Final Report in a prescribed format to the Cultural Services Department. Receipt of this report is a pre-condition for future eligibility in any City of Kelowna grant program. Final Reports for Community Art Grants must be submitted within 60 days of completion of the project.

1-3 high quality photographs of the art and/ or process must be submitted with the Final Report. These photos must be accompanied by photo release waivers from both the photographer and people in the photographs, giving the photo to the City of Kelowna and allowing the City to use them in future promotional materials (sample waivers are available).

**5.0 TIMELINE**

Application Deadline	Staff Review	Email Notification	Confirmation Letter and Payment	Final Report
Sept 13,2024	Sept 16- 27,2024	October 4,2024	As per the Memorandum of Understanding	Within 60 days of project completion

*The timeline is subject to change.*

## 6.0 CONDITIONS OF FUNDING

### 6.1 *Terms and Conditions of Funding*

The conditions below will apply to any individual receiving funding from this program:

- Grant funds must be applied to current expenses and must not be used to reduce or eliminate accumulated deficits or to retroactively fund activities;
- The applicant will maintain proper records and accounts of all revenues and expenditures relating to its activities and, upon the City's request, will make all records and accounts available for inspection by the City or its auditors;
- The City will have access to the project site (if applicable) and the right to review the project at reasonable times during the fabrication/creation thereof;
- The applicant will ensure that all necessary permits are in place before commencing work;
- If there are any changes in the activities as presented in the application, Cultural Services must be notified in writing immediately and approve such changes;
- In the event that the grant funds are not used for the activities as described in the application, they are to be repaid to the City in full;
- If the activities are completed without requiring the full use of the City funds, the remaining funds are to be returned to the City;
- The applicant must acknowledge the financial assistance of the City of Kelowna on all communications and promotional materials relating to its activities, 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;
- Receipt of a grant does not guarantee funding in the future.

### 6.2 *Responsibilities of the applicant:*

- Sign a Memorandum of Understanding with the City of Kelowna.
- Receive and manage the City of Kelowna grant funding;
- To create and implement a plan to engage the broader community in the artistic endeavor;
- Ensure that artist(s) are fairly compensated and that fees are paid on time and at the agreed upon amounts;
- Carry out insurance, financial, reporting and other responsibilities related to the grant;
- Consider issues of public safety, durability, maintenance and operating costs in the design and delivery of the project;
- Extend an invitation to the City representative to attend all activities associated with the project;
- Provide materials and information as requested for documentation of work in progress and the completed work; and
- Fulfill all terms and conditions of funding.

## **7.0 CONFIDENTIALITY**

All documents submitted by applicants to the City become the property of the City. The City will make every effort to maintain the confidentiality of each application and the personal information contained therein except to the extent necessary to communicate information to staff and assessors for the purposes of evaluation, administration and analysis. General information about the project, including the funded amount and the artist, artist collective being funded under the program may also be released. The City will not release any additional information to the public except as required under the Province of British Columbia *Freedom of Information and Protection of Privacy Act* or other legal disclosure process.

## **8.0 CONTACT INFORMATION**

Staff: Sara Thirnbeck, Community Development Coordinator, Cultural Services  
Phone: (250) 470-8474  
Email: [culture@kelowna.ca](mailto:culture@kelowna.ca)



<b>SCHEDULE 1 – ASSESSMENT CRITERIA</b>	
Project Management and Design 40%	The project concept is well described, specific, realistic, and easily understood. The project is likely to happen as described.
	The project has broad community involvement, and the applicant has identified strategies to eliminate barriers for people to participate in the project.
	The project has an achievable timeline, a clear plan to deal with the project logistics, and appropriate human and material resources identified.
	The project budget is reasonable; the proposed use of grant funds is consistent with the program objectives and description.
Community Art Objectives 40%	Animates publicly accessible community spaces where arts are not traditionally offered.
	Encourages the creation of publicly accessible, temporary artworks that have artistic merit and community benefit.
	Addresses community concerns and/or reflects community identity.
	Incorporates the community in some aspect of the program.
Project Outcomes 20%	The applicant has described how they will build awareness and drive community involvement in the project. There are clear strategies to connect the project to the community.
	The overall project is determined to have overall benefit to the community.