



Active Living & Culture
 Cultural Services Branch
 1435 Water Street
 Kelowna, BC V1Y 1J4
 kelowna.ca/culture

COMMUNITY ART APPLICATION

Community Art Application

Complete either Section A or B

A – for artist/individual applications

Name:	
Address:	
Phone:	Postal Code:
Email:	Website:

B- For organizations/group applications

Organization/Group Name:			
Address:			
Phone:		Postal Code:	
<input type="checkbox"/> Registered Non-Profit Society	Society No.:	<input type="checkbox"/> Registered Charity	Charitable No.:
Date of Incorporation:			
Contact Name:		Title:	
Phone:		Email:	
Alternative Contact (optional):		Title:	
Phone:		Email:	

Declaration

This declaration is to be signed by two signing officers.

I certify to the best of my knowledge that the information provided in this application is accurate and complete and I agree to the following conditions if this application is successful:

- Grant funds must be applied to current expenses and must not be used to reduce or eliminate accumulated deficits or to retroactively fund activities;
- I/we will make every effort to secure funding from other sources as indicated in this application;
- I/we will maintain proper records and accounts of all revenues and expenditures and, upon the City's request, will make all records and accounts available for inspection by the City or its auditors;
- If there are any changes in the activities as presented in this 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 City funds are also to be returned to the City;
- The financial assistance of the City of Kelowna must be acknowledged on all communications and promotional materials relating to the activities as presented in this application, 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.

Signature

Title

Name (please print)

Date

Signature

Title

Name (please print)

Date

GENERAL OVERVIEW

Community Art Grant Request: \$
Project Name:
Discipline(s) relevant to project (if multidisciplinary, check all applicable boxes): <input type="checkbox"/> Dance <input type="checkbox"/> Music <input type="checkbox"/> Theatre <input type="checkbox"/> Visual <input type="checkbox"/> Literary <input type="checkbox"/> Craft <input type="checkbox"/> Film/Video/Media Arts
Proposed Date(s):
Proposed Location(s):

1. Provide a brief understanding of the project concept. What will be created? By whom? Using what means? For what purpose? (1500 characters maximum)

COMMUNITY ART OBJECTIVES

2. How does your project encourage the creation of publicly accessible, permanent or temporary artworks that have artistic merit and community benefit? (500 characters maximum)

3. How does your project foster community pride, identity and cohesion through a collaborative artistic endeavor and the creation of artwork legacies? (500 characters maximum)

4. How does your project support local leadership in community art projects while respecting the role of the artists and other design professionals? (500 characters maximum)

5. Describe how your project reflects the diversity, need and ambitions of the larger community?
 (500 characters maximum)

PROJECT MANAGEMENT AND DESIGN

6. Provide the names of local artists, designers and leaders involved with your project team and a brief description of the role they will play. Attach a current CV or resume of artistic contributors.
 Note: Attach an additional page if needed.

Name & Title	Artistic or Logistic	Brief description of roles and responsibilities	CV or Resume Attached
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

7. Describe your organization or group. For organizations: mandate, brief history. For collectives: description of the group, group’s purpose, and why you are working together. (500 characters maximum)

8. List major community partners, collaborators, key stakeholders, and volunteers involved in the project and provide a brief description of how you will work together. Do not list the project team in Q6.
 Note: Attach an additional page if required.

Organization, Contact Name & Phone Number	How will you work with this partner? How does collaboration with this partner leverage human or financial resources?

*Please ensure your partners are aware of the content of this application. They may be contacted to confirm participation and level of commitment.

9. Who in the community will be engaged to participate in the project? Describe what activities they will be doing. (500 characters maximum)

Number of community participants expected	
Number of volunteers required	
Estimated number of volunteer hours required	

10. How will you invite the community to participate in your project? How will you build interest? (750 characters maximum)

11. Provide an anticipated timeline for your project.

Timeline/Date(s)	Activity

12. Where will the creative activity for your project take place? Will you be using more than one location? Please explain. (250 characters maximum)

13. Will the artwork created be installed in a permanent location?

Yes No (jump to Q15)

If yes, describe the installation location and provide the reasons why you selected it. (Provide maps and photos as part of your supporting materials.) (250 characters maximum)

- a. Is the location accessible to the public? Yes No
b. Do you have permission from the property owner? Yes (attach letter of commitment) No

14. If the final installation site is different from the creation site, what are your plans to store and/or move the artwork to its permanent location once it is complete? (500 characters maximum)

15. What type of on-going care, maintenance or protection might be needed for the artwork once it is installed? Who will be responsible for this? Will there be any costs? (750 characters maximum)

16. What are the total costs of your Project? How will Community Art Grant funds, other cash and in-kind support be allocated?

Please fill out the table below indicating the allocation of cash, grant request and in-kind donations. Then total all three columns for each expense line (Grant Funds + Other cash contributions + In-kind donation = Total Expense).

Project Expenses	Expenses to be paid with Grant Funds	+ Expenses to be paid with other cash contributions	+ Expenses to be provided by an in-kind donation	= Total Expense
Total	(a) \$	(b) \$	(c) \$	(d)\$

17. What are the sources of revenue? Please fill out the table below and include the specific group, agency, or business source involved. Note: Do not include this 2019 Community Art Grant as a source of revenue.

Other Funding Sources	Amount	Is this a cash or in-kind contribution?	Is this contribution tentative or confirmed?
City of Kelowna Community Art Program*			
Total Cash Revenue	(e) \$		

*Total funding requested from the City of Kelowna: _____

Total Project Cost (from question 16(d)): _____

Total percentage (%) of project funding from City of Kelowna: _____

The total funding from the City of Kelowna must not exceed 50% of the total project cost.

PROJECT OUTCOMES

18. What are the goals that you hope to achieve through the project?

Goal 1:
How will this be met utilizing a creative process?
How will it be measured?
Goal 2:
How will this be met utilizing a creative process?
How will it be measured?
Goal 3:
How will this be met utilizing a creative process?
How will it be measured?

19. How will you work to ensure that your project is accessible and inclusive for anyone who would like to participate regardless of age, ability, orientation, ethnic/cultural background, socio-economic status? (750 characters maximum)

20. Exhibits, events, photos, videos, blogs, sketches and other media can create interesting and valuable documentation of the community involvement in a community art project. Describe how you will create and share a record of the community’s participation in your project. If your project is temporary or moveable, also include how you plan to share your project with the general public. (500 characters maximum)

Supporting Document Checklist

- Completed application – signed original
- CV or resume of key artistic personnel (Q6)
- Additional materials (sketches, photos, etc...) that will support the description and vision of your project.

If any of the above is missing, your application will be 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.

Applicants will also be able to receive feedback from staff after the grant decisions have been made.

Funds dispersed through City of Kelowna Community Art Grants must be spent, according to the submitted plan within 12 months of the grant award. If the funds are not spent, they must be returned. If you are facing challenges carrying out your project, please contact Cultural Services staff.

Submission: Open-Intake

Deliver completed and signed application form along with digital support documents on Flash Drive and other supporting materials by the deadline to:

Community Art Program
City of Kelowna Cultural Services Branch
City Hall
1435 Water Street
Kelowna, BC V1Y 1J4

HOURS: Monday-Friday 8:00am-4:00pm (closed on Statutory Holidays)

Or email a scanned copy or digitally signed PDF, and required support materials, to:

Christine McWillis
Cultural Services Manager
cmcwillis@kelowna.ca

**If sending via email, please ensure you receive confirmation of submission.*