

Idea to Installation

Community Art Grant Resource Guide

Welcome to your guide for planning and animating public spaces with art installations through temporary and participatory art projects. This resource will provide you with planning tools, loanable resources, suggested activation sites, and key logistics to streamline your creative process.



Plan your dates

When you're looking for the perfect outdoor community space for your exhibit, consider the seasonal weather patterns to avoid extreme heat, cold, or heavy rainfall that could affect both your artwork and visitor turnout.

Weekends or lunchtime hours during weekdays often see higher pedestrian flow, making them ideal for maximum visibility. Also, think about the duration of your exhibit—longer installations offer more exposure but may require additional maintenance or security planning.

Aligning your exhibit with local events or festivals can help attract more foot traffic but be mindful of competing attractions that might overshadow your work. For the most current list of outdoor events, visit [2025 Outdoor Event Listing \(as of Mar 7\).pdf](#)

At a glance

Recommended annual, City supported events:

- Family day at MNP Place (Feb)
- Meet Me on Bernard (May to Sept)
- Canada Day (Jul 1)
- Kelowna Made (Aug)
- Cultural Days (mid Sep - mid Oct)

Note: Avoid scheduling activations that overlap major events without coordination with them. Shared-use is possible with City coordination.

Find and secure exhibit space

Your projects should be temporary, public-facing, and engage community interaction. Review possible locations and be sure to consider site-specific needs such as power access, foot traffic, and visibility. Plan with safety, inclusivity, and minimal environmental impact in mind.

Major Park Locations & Maps

If your project is suited to an area outside of the Cultural District, use this guide [Park Amenities for Events - 2025](#) to explore the logistics of Kelowna's larger parks.

City permits may be required depending on the nature and scale of your project. Connect with City staff to discuss this option.

Popular spaces within the Cultural District

RCA (Arts) Commons, 421 Cawston Avenue

Grass space, situated between the Kelowna Art Gallery and RCA. Nearby restrooms & power access.

Art Walk Route, RCA to Library Parkade

Excellent for walk-through or performance activations.

Kerry Park, 1480 Mill Street

Waterfront location with strong foot traffic, open sightlines.

Rhapsody Plaza, North end of Water Street

Open plaza, beautiful backdrop with public sculpture.

City Park, 1600 Abbott Street

Check with City outdoor events schedule for availability.

Top 4 projection-friendly building facades

Consider these City-owned facilities for light-based or digital art activations.

Note: Always test projection distances and light pollution. External permissions are required for buildings not under City ownership.

Kelowna Community Theatre

High pedestrian traffic down Doyle and through walkway to Library parkade year round. Clear line of vision from Stuart Park Plaza. Power available.

1



Rotary Centre for the Arts

High pedestrian traffic down Cawston and from Laurel Packing House during events. Requires parking management. Accessible power, additional cost.

3



Laurel Packing House

Located on Ellis, angled to face traffic going north. High pedestrian flow near cannery lane and Prospera Place. Accessible power, additional cost.

2



Okanagan Military Museum

Excellent visibility at Doyle and Ellis intersection year round. Limited projection cast distance, suitable for smaller imaging. Accessible power, additional cost.

4



Resources and equipment loans

Resource and equipment loans are available to support Arts & Culture community exhibits. These resources will enhance visibility and provide you with tools to effectively engage your audience. [Application to book resources and equipment.](#)

Available on request, subject to availability:

- 10' x 10' tent (Cultural District branded)
- 7' tear drop flags (outdoor)
- Sandwich boards with inserts
- Pull-up banners (indoor)
- Yellow jacket cord covers, extension cords, power bars (limited quantity – confirm ahead)
- Eurosport speaker system
- Folding Tables (artist pick up)
- Stacking Chairs (artist pick up)



How to publicize your event

Tips and tricks

- Create a simple website to share your exhibit's story and artist bio.
- Design 24" x 36" sandwich board inserts with a QR code linking to your site.
- Set up sandwich boards at the exhibit location a few days in advance.
- Share your media info with the Cultural team to feature it on the City's Arts & Culture page and in the e-newsletter.
- The City of Kelowna will organize sending out a media release.
- Post on event sites (popular links on next page).

City of Kelowna Logo Request

If the City of Kelowna has played a role in your event through a partnership, grant, or sponsorship, you will need to use the official City logo for use in your promotional materials.

[Download the Logo here](#)

Please visit the [Visual Identify and Logo Request page](#) to learn more about how to use the City's official logo.





Community Calendars

Promote your event through these local community calendars:

[Homepage | The Box Office](#)

[Castanet](#)

[KelownaNow](#)

[The Daily Courier](#)

[Tourism Kelowna](#)

[Downtown Kelowna](#)

[Kelowna Events](#)

[Kelowna Community Resources](#)

[Eventbrite](#)

[Heard About Harold - Your Okanagan Arts & Culture Messenger](#)



Tell us how it went!

Each grant has specific guidelines for final reporting including a detailed budget, photos, and a summary of the event. Familiarize yourself with what needs to be documented to ensure you will capture the details to submit your final report.

Photography Tips:

- Have waivers on-hand if you will be featuring people's faces in your photos.
- Post a sign to notify the public that photos are being taken.
- Stage your exhibit or project for photos. If there is signage that names and explains your work, place it strategically so it will be visible to the most traffic and appear in photos.
- Take photos of you and your work- it's great to have for future applications



We're here to support you

If you need clarification or have questions about your installation, we are here to help. You can reach the Culture Community Development team by email at: culture@kelowna.ca. For more urgent needs, call 250-469-8474.

