



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

COMMUNITY ART APPLICATION

Community Art Application

*If using a Macintosh computer, please complete application using [Adobe Reader](#)

APPLICANT *Complete either section A or B*

A - For artist/individual applications

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

B - For organization/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

Note: If applying on behalf of an organization, this declaration is to be signed by two signing officers of the organization.

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.

Signature

Title

Name (please print)

Date

Signature

Title

Name (please print)

Date

PROJECT OVERVIEW

Community Art Grant requested: \$

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 <input type="checkbox"/> Other: _____
Proposed Date(s):
Proposed Location(s):

Provide a brief description of the project. attach sketches, photos or other 2D visual materials to support your description.
(1,500 characters maximum)

ARTISTIC LEADERSHIP

1. Provide the names of local artists and/designers involved with your project and a brief description of the role they will play (attach current CV or resume).

Name/title	Brief description of roles and responsibilities	CV/resume attached
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
	Note: Attached additional page if required.	<input type="checkbox"/>

2. Who else is involved in leading and managing your project (can be both individuals and organizations) and what are their roles?
Please provide letters of support.

Name/Title	Brief outline of roles and responsibilities	Letter of support provided
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
	Note: Attached additional page if required.	<input type="checkbox"/>

COMMUNITY INVOLVEMENT

3. Please complete the following:

Number of community participants expected	
Number of volunteers required	
Estimated # of volunteers hours required	

4. How will you invite the community to participate in your project? How will you build interest?

(750 characters maximum)

5. Describe how the community will be involved in your project. What activities will they be doing?

(1,000 characters maximum)

6. What kind of benefits will people gain from their participation in your project?

(750 characters maximum)

7. 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? Will you be reaching out to any underserved populations in the community?

(750 characters maximum)

PROJECT MANAGEMENT

8. Provide a brief planning timeline for your project.

Timeline/Date(s)	Activity

9. Where will the creative activity for your project take place? Will you be using more than one location? Please explain.

(750 characters maximum)

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

Yes

No (jump to Q11)

If yes, describe the installation location and provide the reasons why you selected it. (Maps and photos should be provided as part of your supporting materials.)

(500 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 support)

No

11. 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)

12. 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?

(500 characters maximum)

13. 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.

(750 characters maximum)

14. If volunteers are required for your project, describe how you will recruit them and provide the necessary training.

(500 characters maximum)

BUDGET

15. 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)\$

16. 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 2017 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 Grant*			
Total Cash Revenue	(e) \$		

*Total funding requested from the City of Kelowna: _____

Total Project Cost (from question 15(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.

EVALUATION & REPORTING

17. How will you evaluate your project? How will you determine whether it has been successful? What measurable outcomes will you use in your evaluation?

(1,000 characters maximum)

Supporting Documents Checklist

Paper copy -

- Completed application – Signed original
- CV or resume of key artistic personnel (Q1)
- Letters of support from partners (Q2)

- Profile (maximum 2 pages)

Incorporated Non-profit Groups: Mandate, brief history and explanation of how the project fits with the goals and objectives of the organization.

Collectives/Small Groups: Description of group (date formed and its purpose), list of members, short bios for each member if not already included and an explanation of why you are proposing the project.

On paper or USB Flash Drive -

- Additional materials (sketches, photos, etc...) that will support the description and vision of your project.

If any of the above is missing, your application may 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.

Open Intake – application can be submitted at any time.

Deliver completed and signed application form, along with supporting materials to:

**Community Art Grants
Kelowna City Hall
1435 Water St
Kelowna, BC V1Y 1J4**

Hours: Monday to Friday, 8:00 a.m. to 4:00 p.m.