



# Boogie the Bridge Cultural Fund Application Guidelines

Making Arts and Culture  
Accessible for Children and Youth

The Boogie the Bridge Cultural Fund (BBCF) is a community-based cultural funding program established in 2005 providing grants for children ages 5 to 18 who are in need of financial assistance to have the opportunity to participate in cultural programs in Kamloops.

## Guidelines

- Children ages 5-18 years are eligible to apply for a grant.
- Grants of a maximum of \$250 are to be used for the payment of child's registration fees and/or equipment.
- Only one application per calendar year may be submitted.
- Applications must be received well in advance of the requested session, as review of applications can take up to eight weeks.
- The cultural activities must demonstrate a sustained experience (organization or business must be registered).
- Preference is given to first-time applicants.
- Incomplete applications that do not include all required documents will be returned.
- Financial assistance is based on Canada's low income guidelines.
- Funding approval within 60 days of receipt of application provided it meets required criteria.

## Required Documentation

The following documentation is required to be submitted with the application form:

- Canada Customs and Revenue Agency's Notice of Assessment for previous year for each adult in the household (including common-law partners). Assessment is done by gross (pre-tax) income.
- Photo identification of parents/guardians.
- Current utility bill (address on bill must match photo identification).
- Copy of organization registration form (BBCF does not forward registration forms to the organization).
- Birth certificate of child.
- Cover letter explaining why you are applying for funding.

## Parent/Guardian Information - Section 3

- An adult sponsor (parent or guardian) must initiate the application on behalf of the child.
- The adult sponsor fills out Sections 1 to 4.
- It is the responsibility of the adult sponsor to ensure the application is complete and all required documentation is submitted in a sealed envelope to BBCF.
- For confidentiality reasons, do not fax or email application and/or documentation.

## Grant Distribution - Section 4

- Once the completed application is received and approved by BBCF, a cheque will be sent to the organization.
- Please keep a photocopy of the application for your records.
- Applications are processed on an ongoing basis.

## Application Approval

Review of applications can take up to eight weeks. Please remember to submit application well in advance of the session date. Notification of the status of the application will be sent to the adult sponsor as soon as a decision is made. If the application is approved, a copy of the letter of notification may also be sent to the organization specified on the application and other organizations as required. The parent, guardian, or organization must notify the BBCF if the child withdraws from the activity. The grant must be used by the child for whom the grant was approved; no portion of the grant may be transferred to someone else.

## Privacy/Confidentiality

BBCF respects your privacy. We never sell, trade, or loan your information to any other organization. Information provided in this application is being collected for the purpose of administering BBCF. This information will only be disclosed to BBCF personnel who need the information to carry out the responsibilities of their job and to other organizations that may need to be contacted in order to process the application. Statistics are reported to the Boogie the Bridge Society, the Kamloops Foundation, and the City of Kamloops. Individuals are not personally identified.

Boogie the Bridge Cultural Fund - Kamloops  
910 McGill Road  
Kamloops, BC, V2C 6N6  
[www.kamloops.ca/bbcf](http://www.kamloops.ca/bbcf)  
Ph: 250-828-3611



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All four sections of the application must be completely filled out and have the required documents attached. Incomplete and illegible forms will be returned. The adult sponsor completes Sections 1 to 4.

**Applications must be submitted to BBCF, in a sealed envelope, by mail or in person.  
Please do not send application by fax or email.**

<b>Section 1: BBCF Recipient</b>	
First Name:	Last Name:
Address:	
City:	Postal Code:
Telephone: ( )	Email:
<input type="checkbox"/> Male <input type="checkbox"/> Female	Birth Date:
Cultural activity for which the grant will be used:	
Duration of Session:	
Equipment Cost:	Specific Equipment items:
Full Registration Cost:	Grant Request (max \$250):
<b>Section 2: Organization or Business</b>	
Name:	
Address:	
City:	Postal Code:
Telephone:	Email:
Contact:	Position:
<b>Section 3: Parent/Guardian Information</b>	
First Name:	Last Name:
Address:	
City:	Postal Code:
Telephone:	Email:
Relationship to Child:	Number of people in household:
Annual family income:	Number of children 18 and under:
I have thoroughly read and understand the guidelines of the BBCF and agree that this applicant meets the guidelines. I agree to participate in a brief telephone follow-up if required.	
Signature:	Date:
How did you hear about BBCF: <input type="checkbox"/> Organization <input type="checkbox"/> Recreation Centre <input type="checkbox"/> Website <input type="checkbox"/> School <input type="checkbox"/> Other	
<b>Section 4: Grant Distribution</b>	
BBCF issues funds directly to recognized organizations on behalf of parent(s)/guardian(s).	
<b>For Office Use Only</b>	
Letter Sent:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
Application Received:	Approval Date:
Approved Funding Amount:	Has the child received a BBCF grant before:

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