



## CITY OF KAMLOOPS

# COMMUNITY ART GRANTS

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### - - - WHAT IS THE COMMUNITY ARTS PROGRAM? - - -

The diversity and vibrancy of artistic activity in Kamloops is reflected by the range of our City's professional arts organizations: the Kamloops Art Gallery, the Kamloops Symphony Orchestra, and Western Canada Theatre. It is important to recognize that these organizations reflect only a part of the fabric of arts in our City and that a fully rounded cultural community seeks the involvement of artists at all levels: amateur, emergent and professional. It is recognized as important that artists be active members of their community and to have their creative activities function as a catalyst for greater community involvement. It is to this end that the City of Kamloops has allocated funds to be made available for projects which will promote development and awareness of the arts in our community. The City's Arts Commission has established a process to review project proposals and invites applications for consideration. The program is open to all art disciplines.

### - - - HOW TO APPLY - - -

The following material outlines the procedures and deadlines by which applications to these funds may be made.

#### APPLICATION PROCEDURES

##### WHO MAY APPLY

- Any non-profit organization may apply for these funds.
- Non-profit organizations whose regular activities do not normally include artistic production are encouraged to collaborate with artists or arts organizations.
- Operational funding will not be provided through this program.

##### PROJECT DATES - APPLICATION DEADLINES

- Applications must be received on or before **4:30 p.m., Friday, 2011 April 8.**
- Please forward completed application to the address at the end of the application form.

## FUNDS - BUDGETS

- The organization applying for funds must provide one-third of the project funding from other sources.
- Applicants may apply for funds up to \$10,000. Realistic budgets must be presented.
- Funds may be allocated to successful projects at varying stages of completion, e.g.:
  - one-third upon starting the project,
  - one-third upon substantial completion, and
  - one-third upon completion.

The City of Kamloops reserves the right to withhold or withdraw funding from projects not seen to be fulfilling the application mandate.

## EVALUATION PROCEDURE

- All submissions will be reviewed by a panel of individuals active in the local arts community. Project applications will be assessed in the following areas:
  - the artistic merit of the project.
  - the expressed benefit of the project to the promotion of arts and arts awareness within the community.
  - the ability of the applicant to see the project to completion.
  - the collaboration between artists and organizations not usually involved in artistic production.
  - samples of previous work produced by the artists - slides, photographs, tapes, film, videos, etc.
  - the abilities of the applicant(s) to carry out the project within budget.
  - any necessary approvals/licences (e.g., use of a public space) are the responsibility of the applicant. Evidence of approval for permits/licences should be included in the application.

## REPORTING PROCEDURE

- In cases where the City allocates significant funds, a "Schedule of Payment and Reporting" may be negotiated with the recipient.
- The City may request additional information to assist in its deliberations which might include:
  - Development Plan
  - Revised Budgets

## REPORTING PROCEDURE (continued)

**If your grant application is successful and upon completion of your project (within 90 days), you will be required to provide the City of Kamloops with a written evaluation of the project. It is important that you relate outcomes to initial objectives and final budget. If you do not submit a final report, it may impact subsequent applications.**

### WHAT YOUR APPLICATION SHOULD INCLUDE

**Please note: Your application will be reviewed by the Arts Commission. Incomplete applications will not be evaluated and will be returned to the applicant.**

- A one or two page description of the proposed project, including:
  - names of participants to be involved,
  - time lines for successful completion, and
  - details of how your project will impact the community.
- Some background information on the individual/organization making the application and Certificate of Incorporation.
- An itemized budget giving details of all aspects.
- Portfolio: support materials such as slides, photographs, sketches, audiotapes, videotapes, catalogues, reviews.

This material should provide a visual presentation of the proposed project and/or previous works as appropriate. This should be accompanied by an outline of the portfolio's contents.

- Letters from two references familiar with the intent of the project and the applicant's(s) ability to carry the project to completion.
- Please type or print in black ink.

### NOTIFICATION OF RESULTS

- All applicants will be notified in writing of the results.

**CITY OF KAMLOOPS**  
Attention: Barbara L. Berger  
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