



MEMBER GROUP CO-SPONSORSHIP GRANT

CRITERIA

- ◆ The mailing address of the non-profit member group must be within the Central Okanagan Regional District.
- ◆ The non-profit member group must be a member in good standing with the Arts Council (ARTSCO)
- ◆ Application may be made only once during each fiscal year (*April 1 to March 31*).
- ◆ The approved grant to be used specifically for an invoice(s) for the event/project – e.g. photocopying expenses, rental of a facility for an art show, promotional materials, etc. The co-sponsorship grant is not intended for ongoing operating expenses.
- ◆ The grant will be adjudicated on the basis of need, originality of the project, and benefit to the arts community.
- ◆ The member group must acknowledge the financial support of the Arts Council (ARTSCO) in all its promotional material.
- ◆ Maximum available per grant is \$500.
- ◆ A copy of your **balanced** project budget, your most recent annual report, sources of other funding and a copy of your **balanced** operating budget for the current fiscal year must accompany your application.
 - ❖ Support documentation may be attached to the application

GRANT DEADLINES

- ◆ There are usually two grant application deadlines – September 30th and January 31st
These dates are guidelines and subject to change with fluctuations in granting cycles. When grants are available, notice will be given to member groups.

PROCEDURES FOR GRANT APPROVAL

- ◆ Completed applications are forwarded to the Grant Review Committee.
- ◆ The committee examines the application and forwards recommendations to the Board of Directors for ratification.
- ◆ The Board of Directors ratifies the application; the office notifies the member group.

RECEIPT OF GRANT FUNDING

Once the grant is approved, the member group is expected to include on all promotional materials for the applied event - Acknowledgement of the Arts Council's (ARTSCO) sponsorship

- ◆ Complete the Co-Sponsorship Grant Final Report –Available at the Arts Councils office
- ◆ A brief summary of the event along with photographs, if available
- ◆ **Invoices must be attached for payment**

The Arts Council then pays the invoice(s) totaling the amount of the grant, if payment is required before the event, please contact the Arts Council office at **least two months** in advance of the event



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BRITISH
 COLUMBIA
 ARTS COUNCIL

MEMBER GROUP CO-SPONSORSHIP GRANT APPLICATION

The Arts Council of the Central Okanagan (ARTSCO) receives a basic grant each year from the BC Arts Council. If ARTSCO has sufficient funding, a portion of this grant will be made available to Central Okanagan non-profit Member Groups for community-oriented projects. The goal is to seed **original** events that will benefit the arts community. Application criteria and procedures are listed on the reverse of this application form.

SECTION I - ORGANIZATION DATA - Please type or print legibly

Name of Member Group: _____
 Mailing Address: _____
 Email Address: _____
 Contact Person: _____
 Position: _____
 Phone Number: _____ (day) _____ (night)

Section II EVENT INFORMATION

Detailed Description of Event/Program *(attach another sheet if needed)*:

 _____ Amount being applied for: _____
 Event Dates _____

ARTSCO Co-sponsorship Grant Application- Office use only

Date application received: _____
 Application Status: Approved Amount: \$ _____
 Not approved: _____ Reason _____
 Date Applicant Notified of Grant Status: _____
 Date Invoices Received: _____ Date Cheque Issued: _____ Cheque #: _____

Section III - FINANCIAL INFORMATION

Please include:

- 1) Budget Summary for Coming year
- 2) Event Budget
- 3) Latest Year-end financials
- 4) Latest Year-to-date financials

Section III – GENERAL INFORMATION

Describe your affiliation with other local or provincial group or association, if any
Briefly describe how you used your arts council award last year, if applicable

How many people were assisted by the award you received last year?

Activity	Number of Participants and/or	Number in the Audience

Do you have surplus funds? List amounts in the savings accounts, term deposits, bonds, etc.

Section IV – DECLARATION

Date of application: _____	
Applicant's Name: _____	Title: _____
Signature: _____	Date: _____
I CERTIFY THAT THE APPLICANT ORGANIZATION IS A CULTURAL ORGANIZATION OFFERING SERVICES TO THE PROVINCE OF BRITISH COLUMBIA AND THAT, TO THE BEST OF MY KNOWLEDGE, ALL INFORMATION CONTAINED IN THIS APPLICATION IS ACCURATE AND REPRESENTS A REASONABLE ESTIMATE OF FUTURE OPERATIONS OF THIS ORGANIZATION BASED ON INFORMATION AVAILABLE AT THIS TIME.	