

TERRACE & DISTRICT ARTS COUNCIL CAPITAL EXPENSE FUNDING

The Terrace & District Arts Council receives municipal, regional district and provincial funding to promote and support the cultural groups and activities in the region. We are accepting applications from member groups needing capital funding within the upcoming year.

Project Criteria

- 1) Complete Capital Expense Application Form, including a cover letter explaining your organization's activities and mandate.
- 2) Projects must show benefit to arts community and/or educational value to participants.
- 3) Projects must show adherence to Terrace & District and BC Arts Councils mandates and philosophy.
- 4) **Groups and organizations receiving project funding must include the logo of the Terrace & District Arts Council and the BC Arts Council in all their promotional materials and programs as a requirement of their grant.**
- 5) Provide a proposed budget for project or activities. **Forecast budgets must be balanced, with total revenues equaling total expenses.**
- 6) The Council reserves the right to refuse projects that do not meet criteria. All applications receive written notice of their funding status within a month of the deadlines.
- 7) See reverse for complete details regarding Guidelines and Criteria.

Terrace & District Arts Council Mandate -

- * to stimulate and encourage the development of cultural projects and activities;
- * to foster interest and pride in the cultural diversity of the area;
- * to act as an information and referral agency for the arts, artists and general public;
- * to act as a strong lobby for the arts in Terrace and campaign for increased media coverage for the arts in the local scene;
- * to grant scholarships to deserving students to further their training in chosen field of the arts;
- * to adjudicate the allocation of Provincial and Municipal grants to local arts organizations.

BC Arts Council Mandate -

- * to provide access to a range of artistic and cultural activities;
- * to develop and encourage leadership for the arts and culture at the community level;
- * to encourage support for the arts and culture from local and regional governments.

Mail applications to:

Terrace & District Arts Council

206 - 4557 Park Avenue Terrace BC V8G 1V3

There is currently no process for electronic or hand delivery of applications.

Applications may be submitted throughout the year.

A committee meets to review funding requests on a regular basis

- November 1st, March 1st and June 1st each year.

Applicants will be notified of their status within 3 - 4 weeks of the review process.

Granting Guidelines and Criteria

Guidelines

Terrace & District Arts Council Member Groups in good standing are eligible to apply for a Capital Cost Grant annually.

Applications may be submitted on an ongoing basis; however *November 1st*, *March 1st* and *June 1st* are the deadline dates for each review period.

Each TDAC Member Group will be eligible to receive **two (2)** Capital Cost Grant per year, with a **maximum yearly cap** of up to **\$1,000** per member group.

Each community group will be eligible to receive **one (1)** Capital Cost Grant per year, to a **maximum of \$500**.

Capital Cost monies are to be distributed from the same pool as the Project Funding Grants available through the Terrace and District Arts Council.

The function of Capital Cost Grants is to cover *occasional* or *extraordinary* expenses associated with the purchase and upkeep of essential equipment, materials and buildings associated with the day to day operation of member groups.

Groups are eligible to apply for Capital Cost Grants for items or projects that have already been purchased up to six (6) months prior to the filing of the application

Criteria for selection will also be based on the activity of the member group from the previous year.

Criteria

Criteria for funding requests will be based on submission of a proper proposal, financial statement and budget, group activity and need.

1. Eligible member groups are those who have already been approved for Operational Grants and paid the annual membership fee.
2. Member groups are defined as non-profit organizations directly related to the visual, performance and written arts, whose goals fall within TDAC Mandate and are active in ongoing public events, activities and education.
3. Priority will be given to activities or items that contribute the largest community benefit and promote cultural diversity.
4. Successful applicants will be required to submit a written 'after action report' for the next General Meeting or AGM which includes an actual vs. projected budget as part of the report and at least one page of pictorial documentation of the event. (Poster, photos, newspaper articles, etc.)

Any group must be in good standing.

Member groups must ensure:

- a. Operational Grant Applications must be submitted on time.
- b. Current fees for the fiscal year must be paid.
- c. All 'after action reports' from previous fiscal years, projects and activities must have been submitted at the AGM or upon completion.
- d. Failure to complete any 'after action report' will make future applications by the member group ineligible for Capital Cost Grants and put member group in bad standing in reference to any future funding from the Terrace & District Arts Council.

Community groups must who have received previous funding must have completed their 'after action report' before requesting another grant.

TERRACE & DISTRICT ARTS COUNCIL CAPITAL EXPENSE GRANT APPLICATION

ORGANIZATION'S OFFICIAL NAME _____

Address: _____

Street/ PO Box
Town/City
Postal Code

PERSON TO CONTACT ON FISCAL MATTERS:

NAME: _____

Address: _____

Street/ PO Box
Town/City
Postal Code

TELEPHONE NUMBER: _____

EMAIL _____ @ _____ . _____

Have you received Operational or Project Funding for this fiscal year? Yes No

Please make cheque payable to _____

Include a cover letter telling about your organization and brief description of your project.

(Adherence to Council mandate and philosophy; benefit to arts community and/or educational value to participants).

***Maximum amount that may be applied for: Member groups- \$1,000.00 per fiscal year
:Community Groups- \$500 per application*

PROPOSED BUDGET SUMMARY

(this portion must be filled out or a separate page attached with complete budget information)

REVENUE:

Donation (Private, Corporate) \$ _____
 _____ \$ _____
 _____ \$ _____
 Contributed Serves (Itemize Source and Type) \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

ARTS COUNCIL GRANT REQUESTED \$ _____

*** TOTAL ESTIMATED INCOME** \$

EXPENSES:

Space Rental \$ _____
 Acquisitions, Equipment Purchases \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 Sets, Props, Costumes \$ _____
 _____ \$ _____
 Advertising, Publicity \$ _____
 Other \$ _____
 _____ \$ _____

_____ \$ _____

*** TOTAL ESTIMATED EXPENSES** \$

* TO BALANCE YOUR BUDGET, TOTAL ESTIMATED INCOME SHOULD EQUAL TOTAL ESTIMATED EXPENSES

T.D.A.C Executive Use Only

ARTS COUNCIL ADJUDICATION COMMITTEE has approved \$ _____ towards a Capital Expense Grant

Signature: _____