

TERRACE & DISTRICT ARTS COUNCIL

Member Group Project 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.

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.

Project Criteria

- 1) Complete Member Group Project 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. Should not be for entry fees or regular activities of the group. Priority will be given to events that feature an education/workshop component.
- 3) Projects must show adherence to Terrace & District and BC Arts Councils mandates and philosophy.
- 4) Clinician and workshop facilitator wages are to be included in the project request, but a large percentage of the budget being part of wages for organizers or employees of organization sponsoring the event may disqualify the application.
- 5) 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.
- 6) Provide a proposed budget for project or activities. **Forecast budgets must be balanced, with total revenues equaling total expenses.**
- 7) 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.

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

Terrace & District Arts Council uses grant funding as part of its annual reporting process to the BC Arts Council. To make our job easier and to continue to demonstrate our commitment to artistic excellence and diversity, please include a 1 – 2 page pictorial report of your event in your final ‘after action report’.

Guidelines

Terrace & District Arts Council Member Groups in good standing are eligible to apply for a Member Group Project Grant twice a year.

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 group will be eligible to receive **two (2)** Member Group Project Grants per year, with a maximum of \$1,000 per application and a yearly cap of up to \$2,000 per member group.

Member Group Project Grant monies are to be distributed from the same pool as the Community Project Funding Grants and Capital Expense Grants available through the Terrace and District Arts Council.

The function of Community Project Grants is to assist member arts organizations in providing a wide range of activities that support the Council’s mandate and the cultural growth of the community at large.

Member Groups are eligible to apply for Member Group Project Grants for projects that are outside of their regular activities.

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 of the Arts Council 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.)

A member group must be in good standing.

- 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.

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.

TERRACE & DISTRICT ARTS COUNCIL MEMBER GROUP PROJECT 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 TDAC Operational Funding for this fiscal year? Yes No

Have you received previous Project or Capital Funding? Yes No

Please give details _____

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: \$1,000.00 ***

PROPOSED BUDGET SUMMARY

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

REVENUE:

Earned Income (Ticket Sales, Rental, Sales, Etc.) \$ _____

Tuition, Workshop Fees \$ _____

Donation (Private, Corporate) \$ _____

Contributed Serves (Itemize Source and Type) \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

ARTS COUNCIL GRANT REQUESTED \$ _____

* **TOTAL ESTIMATED INCOME** \$

EXPENSES:

_____ \$ _____

_____ \$ _____

Space Rental \$ _____

Acquisitions, Equipment Purchases \$ _____

Travel, Transportation Expenses \$ _____

Sets, Props, Costumes \$ _____

Advertising, Publicity \$ _____

Artist or Instructor Fees \$ _____

Personnel \$ _____

Office: Bank, Phone, Paper, etc. \$ _____

Other Operating Expenses (Specify) \$ _____

_____ \$ _____

* **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 Member Group Project Grant

Signature: _____