

Creative Spark Columbia Basin

Grant Application Guidelines

Applications accepted September 2017 – June 2018

Small projects can have a big impact. Artists across all disciplines living and working in the **Columbia Basin region** who have an interest in working with young people in an arts-based capacity are invited to apply for Creative Spark.

If you relate to any of the statements below, then this grant is designed for you:

- I'm an emerging artist looking to explore career opportunities
- I'm a professional artist interested in working with young people and need support to start
- I have a project idea but don't have the funds to cover the required materials and supplies
- I am interested in applying for an [Artists in the Classroom \(AIC\) grant](#) in the future and need to build some experience first

Creative Spark grants support artists to engage young people in schools and communities in arts-based projects. Creative Spark grants offer 100% coverage for projects up to \$1,000. Grant funds are intended to cover artists' fees, project materials and rentals. Creative Spark grants enable artists to gain experience on small projects before applying for [Artists in the Classroom](#) (AIC) grants to support more complex projects in schools.

Goals

Before you apply, please make sure your project fulfills one or more of these goals:

- Build your capacity and confidence as an artist working with young people and arts-based learning
- Provide young people opportunities to engage actively in the arts, and promote an appreciation of the arts
- Foster connections between young people, artists, arts organizations and schools

Eligibility

Applicants can apply for two grants per funding cycle. The current funding cycle is September 2017 – June 2018 for projects completed by August 17, 2018. In order to be considered for funding, projects must meet the following criteria:

- Be led by an artist (emerging or professional, see definitions [here](#)) who lives in the Columbia Basin region
- Take place in the Columbia Basin region ([see a map of Columbia Basin regional boundaries](#))
- Involve young people (ages 5-18)
- Focus on arts-based learning across any and all artistic disciplines
- Be planned for the future and cannot have been started prior to the application decision

- Be completed by August 17, 2018
- Not be receiving other funding from Columbia Basin Trust, Columbia Kootenay Cultural Alliance or ArtStarts in Schools sources for the same project

ArtStarts in Schools staff will review all applications for eligibility. Applications not meeting the above eligibility criteria will not be considered for funding.

Submission and Assessment

Grants are submitted and assessed on a rolling intake. That means we are always accepting applications, so when a creative spark strikes, apply right away! The application form is now [online](#). You can save the application and resume working on it later. Once you submit the application online, a copy will be emailed to you.

The current funding cycle supports projects taking place from October 2017 – August 2018. Funds will be disbursed to projects meeting the eligibility criteria and goals of the grant guidelines. Preference will be given to new applicants and geographic diversity within the Columbia Basin region. Applicants are encouraged to apply early to maximize the funding opportunity. Once the funds have been disbursed for the funding year, no more applications will be accepted.

Awards

Applicants will be notified of the outcome within one month of their submission.

Successful applicants must ensure their compliance with the Criminal Records Review Act of the Province of British Columbia. To fulfil this requirement, all adults working with children through the project must complete a Criminal Record Check through the [British Columbia Ministry of Justice's Criminal Records Review Program](#) and have no criminal record found for the purpose of working with children. This Criminal Record Check costs \$28 per person, payable by the applicant, however it is an eligible expense in your funding request. ArtStarts requires proof of compliance with the Criminal Records Review Act of the Province of British Columbia (a Clearance Letter) as a condition of the Creative Spark funding. Once this condition is met, the grant cheque will be sent to the successful applicant within 4-6 weeks.

All grant recipients will be required to complete their project by August 17, 2018 and submit a Final Report within 30 days of completing their project and no later than **August 31, 2018**.

Budget

All applicants are required to submit a detailed budget that includes a clear breakdown of how funds will be spent. The budget must:

- Only include expenses directly related to the proposed project
- Show a clear breakdown of the time and material costs involved in the project
- The grant funds can only cover eligible expenses (see below)

Eligible Expenses
<ul style="list-style-type: none">• Artist fees• Criminal record check fee (\$28 per individual working with young people)• Project materials• Venue rentals• Tool rentals• Honoraria for other contributors up to \$50 per person, not to exceed \$100 total for the project

All expenses not listed explicitly as eligible are ineligible. Examples include, but are not limited to: capital expenses (items that are not used up through the project, such as iPads or tools), classes and/or professional development.

How to Apply

- The online application form can be found at <https://www.cognitoforms.com/ArtStarts/CreativeSparkColumbiaBasin201718>
- Fill out the application form while referring to these grant guidelines
- Ensure all sections of your application are complete; incomplete applications will not be considered for funding
- Upload your Curriculum Vitae (CV) with your application (maximum 2 pages)
- Submit your application
- Applications are assessed on a rolling intake; apply now! The final cutoff for applications for the current funding cycle is **4 pm June 22, 2018.**

Applicant Notification

Our response time is based on the volume of applications we receive; applicants will typically be notified of their status within one month of submission.

Reporting Requirements

All grant recipients will be required to complete their project by the end of July 2018. All grant recipients are required to submit a Final Report within 30 days of project completion and no later than **August 31, 2018.** The Final Report form can be found at [here](#). Timely reporting is necessary in order for the grant recipient to remain in good standing with ArtStarts in Schools. If an artist does not submit a Final Report by the noted deadline, they may be ineligible for future funding through ArtStarts in Schools.

For more information, please contact Emily Beam, Grants Manager
Tel: 604.336.0626 ext. 110 | Toll free: 1.855.292.7826 | Email: emily@artstarts.com

Creative Spark Columbia Basin

FAQs

Budget and Eligibility Requirements

Can I still apply if I live outside of the [Columbia Basin Region](#)?

No, only artists living in the Columbia Basin Region are eligible to apply. Additionally, all projects must take place in the Columbia Basin Region.

How do I create my budget?

All of your project expenses aside from artist fees and the Criminal Record Check fee (\$28) should fall into one of the following three categories:

Project Materials	Rentals	Honoraria
<ul style="list-style-type: none"> • Paint • Markers • Paper • Clay • Wood • Hardware (assembly or mounting) • Brushes • Fabric • Dye 	<ul style="list-style-type: none"> • Venue (performance hall, workshop, etc.) • Specialized tools (woodworking, etc.) • Technology (iPads, cameras, etc) • Instruments (violins, etc) 	<ul style="list-style-type: none"> • A maximum of \$50/person, not to exceed a total of \$100 for the project

This table is provided as reference only, and is not intended to be a complete list of all eligible expenses.

How should I calculate my artist fees?

Applicants should determine their own fees based on their prior level of experience. Fees are calculated based on the number of hours spent completing a project. For guidance on setting a fee, applicants are encouraged to consult CARCC's Artists' Profession Fee Schedule for [2017](#) and [2018](#).

What can I do if my budget exceeds the \$1,000 grant amount?

If your project budget exceeds the maximum grant amount, you should look to other sources for additional funding. You might consider a fundraising event, soliciting private donations, seeking corporate sponsorship, taking in-kind donations of goods and/or services, or if you are working with a school you could apply for funds from the Parent Advisory Committee (PAC).

Two sample budgets are provided on the following page.

SAMPLE 1: Project expenses equal to or lesser than \$1,000

Expenses	Cost
Applicant's Artists Fees: Alex Jacobs – 2 half days	\$596
Project Materials: Natural Dyes \$100 & Fabric dyeing/printing \$100	\$200
Criminal Record Check Fees: Alex Jacobs	\$28
Tool Rentals: Loom	\$50
Honoraria: Susan Jones, BC Forestry representative	\$50
TOTAL PROJECT EXPENSES	\$924

Revenue	Amount
Grant Requested	\$924
TOTAL PROJECT REVENUES	\$924

SAMPLE 2: Project expenses greater than \$1,000

Expenses	Cost
Applicant's Artists Fees: Lizzy Worth – 1 full day	\$525
Project Materials: Markers, paint, glue \$150 + Wood panel for each participant \$400 + Hardware for assembly and mounting \$50	\$600
Venue Rentals: workshop space @ \$40/hr for 6 hrs	\$240
Tool Rentals: woodworking tools	\$100
TOTAL PROJECT EXPENSES	\$1,465

Revenue	Cost
Grant Requested	\$1,000
Project Revenues: Wood panels donated by local hardware store \$400 + Fundraiser \$65	\$465
TOTAL PROJECT REVENUES	\$1,465

What is a Curriculum Vitae (CV)?

A CV is an artist's resume. For assistance, [please refer to this template](#).

How often can I apply?

Artists are able to apply twice per funding cycle. The current funding cycle for Creative Spark grants runs from September 2017 – June 2018 and funds projects taking place through August 17, 2018.

Application and Assessment

How are applications assessed?

Applications are first screened for eligibility. Following this they are assessed on how well they meet the grant's goals (see below). Funds will be disbursed to projects meeting the eligibility criteria and goals of the grant guidelines. Preference will be given to new applicants and geographic diversity within the Columbia Basin region.

Creative Spark Goals:

- Build your capacity and confidence as an artist working with young people and arts-based learning
- Provide young people opportunities to engage actively in the arts, and promote an appreciation of the arts
- Foster connections between young people, artists, arts organizations and schools

What can I do if my application is not approved?

If you do not receive a grant, you will receive a letter stating why your application was not successful. Please contact Emily Beam, Grants Manager, at emily@artstarts.com or 604.336.0626 ext. 110 to solicit detailed feedback and suggestions for a reapplication. You are eligible to reapply once for the same project after having made changes to your application.

When will I know if my project is receiving funding?

Our response time is based on the volume of applications we receive; applicants will typically be notified of their status within one month of submission.

When is the deadline to apply?

Because applications are assessed on a rolling intake, there is no deadline to submit your application. The current funding cycle runs from September 2017 – June 2018 and supports projects taking place through August 17, 2018. Applicants are encouraged to apply early to maximize the funding opportunity.

Funding and Documentation

Funding Timeline

Applications are assessed on a rolling intake, depending on volume and project start dates. The current funding cycle runs from September 2017 to June 2018 and supports projects taking place through August 17, 2018. Applicants will typically be notified of their status within one month of submission.

Project can start once the approval has been granted. However, the applicant must meet the Criminal Record requirement before a funding cheque is issued. This process can take 2-6 weeks.

Final reports for all projects are due within 30 days of completion and no later than **August 31, 2018**.

How do I complete my Criminal Record Check requirement?

Instructions will be emailed to you once your grant has been approved. We can only accept criminal record checks completed through the BC Ministry of Justice’s Criminal Records Review Program. Police and RCMP checks are not accepted.

Why do I have to complete a Criminal Record Check?

The Criminal Records Review Act states that all individuals who work with children or have potentially unsupervised access to children in the ordinary course of their employment, or in the practice of an occupation, or receive regular ongoing operating funds for core programs from the provincial government are covered under the Criminal Records Review Act. ArtStarts uses the Criminal Records Review Program to manage criminal record checks in a fair and confidential manner.

I’ve completed a criminal record check in the past, do I still have to take part in this process?

- The only criminal record check process that ArtStarts can accept is through the BC Ministry of Justice’s Criminal Records Review Program (CRRP).
- If you have completed a criminal record check through the CRRP within the past 5 years, you do not need to complete a new one—you will simply need to share your results with ArtStarts via the CRRP website.
- If you have completed a criminal record check through the CRRP more than 5 years ago, it has expired and you will need to complete a new one.

How should I document my project?

All grant recipients are required to provide documentation along with their Final Report. There are lots of fantastic ways to capture the impact of a project. Try to take process photos as well as pictures of the actual event or project. Capture any memorable quotes relating to the project and save any newspaper or magazine articles if your project is featured. You can take video, write blogs, or document the project in any other way that seems fitting!

Please note that by submitting this information you authorize ArtStarts to use the submitted photos and material for media requests and ArtStarts publications including, but not exclusively limited to, brochures, posters, website, e-newsletters and annual reports. You need to secure consent from the individuals involved or their parent or guardian if they are minors. An Image Release Form template can be downloaded [here](#).