

# REPORT TO COUNCIL



**Date:** September 26, 2012  
**File:** 0710 - 01  
**To:** City Manager  
**From:** Cultural Services Manager  
**Subject:** Overview of 2013 Arts, Culture & Heritage Grants and Community Public Art Grants

**Recommendations:**

**THAT COUNCIL** receives, for information, the overview of the Arts, Culture & Heritage Operating Grants, the Arts, Culture & Heritage Project Grants and the Community Public Art Grants for 2013 as contained in the report dated September 26, 2012 from the Cultural Services Manager;

**AND THAT COUNCIL** approves the guidelines for the 2013 Arts, Culture & Heritage Operating Grants, the 2013 Arts, Culture & Heritage Project Grants and the 2013 Community Public Art Grants as recommended in the report dated September 26, 2012 from the Cultural Services Manager;

**AND FURTHER THAT COUNCIL** directs staff to provide, for information, a list of the 2013 recipients in each grant program, as well as a summary of achievements, benefits and impact arising from grants awarded in these programs in 2012.

**Purpose**

The purpose of this report is to provide an overview of grant programs and processes to be administered by the Cultural Services Branch for 2013. In early 2013, following the grant adjudication process, staff will provide the list of 2013 recipients and a summary of achievements, benefits and impacts arising from grants awarded in 2012.

**Background about the grant programs  
Operating Grants**

The purpose of operating grants is to support the day-to-day operations of local non-profit arts, culture and heritage organizations.

The proposed 2013 guidelines are attached as Appendix A. Application forms have been revised to reflect the guidelines and the changes listed below. The application deadline is December 7, 2012.

In 2012, 18 organizations received a total of \$110,000 through this program.

For 2013, the level of funding in this program will be \$111,500 through the Cultural Services budget.

The following changes are proposed for the 2013 intake:

- a) Applicants will be asked to identify how their programs and services align with City of Kelowna goals and values as articulated in the Cultural Plan, Council Priorities and Recreation & Cultural Services Goals;
- b) Applicants seeking \$10,000 or more in operating support will, subject to the City of Kelowna's enrolment in CADAC (a national arts database), be required to obtain a CADAC registration ID and submit their financial and statistical data to the database by the end of 2013. The database is a valuable resource containing reconciled information from approximately 1,820 Canadian arts organizations, including historical and projected data.
- c) Organizations eligible for operating support can apply for a \$1,500 conference grant to reimburse expenses incurred in attending the Americans for the Arts Annual Convention (June 14-16, Pittsburgh PA) or the National Arts Marketing Conference (November 8-11, Portland OR).

One grant per year will be offered to encourage local arts organizations to attend and benefit from the significant learning and exchange provided by these major events.

Funding for this grant comes from the Operating Grant program.

In order to apply, an organization must submit an Expression of Interest by March 31, 2013. Staff will review the Expressions of Interest and select a recipient. Recipients are asked, in the Expression of Interest, to explain how the knowledge they gain from attending the event will be shared within their organization and with the broader arts and culture community.

### **Project Grants**

The purpose of project grants is to support festivals, events and projects which have an arts, culture and heritage focus. Any non-profit organization may apply for a grant - applicants do not need to have an arts, culture or heritage mandate. Support is provided on a matching basis and is available for up to three successive years.

The proposed 2013 guidelines are attached as Appendix B. Application forms have been revised to reflect the guidelines and the changes listed below. The application deadline is December 7, 2012.

In 2012, 17 organizations received a total of \$70,000 through this program.

The following changes are proposed in this program for 2013:

- a) Applicants will be asked to identify how their programs and services align with City of Kelowna goals and values as articulated in the Cultural Plan, Council Priorities and Recreation & Cultural Services Goals;
- b) Subject to budget approval, the funding proposed for these grants in 2013 is \$65,000 through the Cultural Services budget. This is a reduction of \$5,000 from 2012 and reflects a staff proposal to reallocate project funding to match a significant federal/provincial program proposed for 2013/14. More information will be forthcoming as part of the 2013 budget process.

### **Community Public Art**

The purpose of this program is to stimulate community engagement and participation in the creation of temporary or permanent works of art. Local artists, working in partnership with non-profit organizations, are key to the success of these projects.



Any non-profit organization may apply for a grant - applicants do not need to have an arts, culture or heritage mandate.

In 2012, \$15,000 was available through this program. Two organizations received a total of \$15,000.

\$15,000 available funding is again proposed for 2013 through the Infrastructure Planning Department (Parks & Public Places Branch) budget. The maximum grant in this program is \$10,000.

The proposed 2013 guidelines are attached as Appendix C. Application forms have been revised to reflect the guidelines and the changes listed below. The application deadline is December 7, 2012.

Changes proposed in this program for 2013 are:

- a) Applicants will be asked to identify how their programs and services align with City of Kelowna goals and values as articulated in the Cultural Plan, Council Priorities and Recreation & Cultural Services Goals;
- b) Adjudication of applications, formerly fulfilled by the Public Art Committee, will be done by a panel of qualified community representatives in consultation with City of Kelowna staff. More information will be provided in a forthcoming report from the Parks & Public Places Branch;
- c) Project oversight and reports to Council, formerly provided by staff from the Infrastructure Planning Department, will be through the Cultural Services Branch, in consultation with other Departments as appropriate to the project;
- d) Adjudication criteria and recognition and reporting requirements have been revised to bring more consistency into all grant programs administered through Cultural Services;
- e) Cultural Services will enhance awareness of the program through an improved public information workshop, direct liaison with potential applicants, and an updated website presence.

#### **Program activity**

A chart summarizing applications and grant awards in these programs for the years 2010-2012 is included as Appendix D.

#### **Program promotion and information**

Cultural Services staff ensures that program guidelines and application forms are posted on the City website.

Packages with printed guidelines and forms are also available at information workshops and on request. The majority of applicants access the materials through email and online.

Through the City's e-subscribe service and a database of contacts and past applicants, the City distributes an email bulletin announcing that guidelines and application forms are available. This is supported by news releases and occasional paid advertising.

Four public information workshops at the Laurel Packinghouse are scheduled for the fall of 2012 to help attendees with the 2013 application process:

Wednesday, October 10	1:00 -4:00 pm Operating & Project Grants 5:00 -7:00 pm Community Public Art Grants
Thursday, October 11	2:00 -4:00 pm Community Public Art Grants 5:00 -8:00 pm Operating & Project Grants

At each workshop, attendees are introduced to the program guidelines, application forms and evaluation process, and also have the opportunity to work through sample applications and evaluations to aid their understanding of what makes an application successful.

### **Working with applicants**

Cultural Services staff work closely with applicants at all stages of the annual grant cycle. This working relationship ensures that staff:

- can assist applicants in ensuring that they are applying in the appropriate program;
- can bring together initiatives and organizations who might benefit from collaboration, or eliminate project overlap and duplication;
- learn directly from applicants how grant processes and forms can be improved;
- can guide applicants and organizations in the development of high-quality programs and services which are aligned with City of Kelowna goals and objectives.

Feedback from grant applicants about the programs and services provided by staff has been very positive. The majority of applicants indicate that information provided by staff was helpful and clear, and that the process is well managed.

### **Operating and Project grants: the role of the Central Okanagan Foundation**

The Central Okanagan Foundation has worked with Cultural Services in 2010, 2011 and 2012 to administer an independent, arms length evaluation process for both Operating and Project grants. This relationship will continue for 2013, in accordance with the Memorandum of Agreement attached as Appendix E. The Foundation will receive a fee of \$10,000.

#### ***Highlights from the agreement:***

- The Foundation recruits and trains the Adjudication Committees, provides applications to the committee members, and convenes and facilitates the committee meetings where grant recommendations are formulated;
- The Foundation prepares the grant recommendations and delivers them to staff for presentation to Council;
- Cultural Services is responsible for the grant program guidelines, forms, information workshops, working with applicants and distribution of funds upon approval by Council.

The underlying principles of the review process administered by the Central Okanagan Foundation as a third party agency are fairness, transparency and independence.

#### **Composition of the grant review committees**

The Central Okanagan Foundation, in consultation with Cultural Services, determines the composition of grant review committees. Six committee members (with alternates) are selected for each program. They are selected based on their experience, merit and familiarity with grant processes and the local arts, culture and heritage community. To the extent possible, the committees will also reflect the diversity of the community at large and the range of disciplines and activities reflected in the list of applicants.



The work of committee members is governed by Terms of Reference prepared by the Central Okanagan Foundation and approved by the City. The Terms of Reference include clear procedural direction in the event of a real or perceived conflict of interest. Committee meetings are chaired by the Foundation's Grants Manager.

Since 2011, each Operating and Project grant committee has included one experienced grant adjudicator from Vancouver and it is proposed that this practice continue. Associated fees and expenses will be paid by the Central Okanagan Foundation as part of its Agreement with the City.

A summary of the grant process for 2013 is provided below:

PHASE ONE Oct-Dec 2012 Application Preparation & Intake	PHASE TWO Nov 2012-Jan 2013 Review Committees & Review Process	PHASE THREE Jan-Feb 2013 Grant Awards & Distribution
Publication of guidelines and application forms (Oct)	COF convenes and trains two committees for Operating & Project grants (Oct-Nov)  Staff convene a separate committee for Community Public Art grants	Staff contacts all applicants to advise on results and provide feedback from Committee review (late Jan/early Feb)
Four public information workshops (Oct)	Committees receive and complete independent review of all applications (Dec-Jan)	Staff report to Council re: grant awards (early Feb) in all three programs
Staff support for applicants preparing applications (Oct-Dec)	Each committee meets in roundtable to decide on grant awards (Jan)	Follow up correspondence from staff to all applicants (Feb)
Application deadline Dec. 7	Committee minutes prepared and provided to staff (Jan)	All grant awards paid to recipients prior to end of February*
Staff screening of applications Dec. 10-14		*Note: deadline for Americans for the Arts travel and conference grant falls outside this timeline and will be paid out later in 2013.
Applications to Central Okanagan Foundation (COF) by Dec. 17		

#### Accountability and performance measures

All grant recipients are required to acknowledge City of Kelowna funding, primarily through use of the City logo in an approved manner, on promotional materials. Cultural Services staff monitors this recognition on an ongoing basis and follows up with recipients as needed.

Recipients are also required to file a final report within a prescribed timeline describing their use of City of Kelowna funding and the benefits and impact achieved. The report is quite simple and is not an onerous obligation. Failure to provide a report will disqualify an organization from making an application to any program in the future.

Information provided in the reports is helpful to Cultural Services in a variety of ways, including documenting successes, measuring community participation and benefit, tracking program types and trends and generating ideas for further cultural programming.

#### Internal circulation

General Manager, Community Services  
 Director, Recreation & Cultural Services  
 Director, Communications  
 Manager, Parks & Public Places

**Existing Policy**

Council Cultural Policy 274 provides in part:

- 'The City of Kelowna Cultural Services Branch funds annual operating grants for local Arts, Culture and Heritage organizations. These grants are evaluated and recommended for approval by Council in an arms' length process administered by an external organization.'
- and
- 'The City of Kelowna Cultural Services Branch funds annual project grants for community festivals, and other events and projects that have a focus on arts, culture and heritage. These grants are evaluated and recommended for approval by Council in an arms' length process administered by an external organization.'

**External agency/Public comments**

Staff meet regularly with the Central Okanagan Foundation and have advised the Foundation of the proposed changes to the Operating and Project grant programs for 2013. The Memorandum of Agreement with the Foundation for the 2013 grant cycle was signed in September 2012.

**Considerations not applicable to this report**

Legal/Statutory Authority  
Legal/Statutory Procedural Requirements  
Financial/Budgetary Considerations  
Personnel Implications  
Alternate Recommendation  
Communications Comments

Submitted by:



S. Kochan, Cultural Services Manager

Approved for inclusion:



J. Gabriel, Director, Recreation & Cultural Services

cc:

General Manager, Community Services  
Director, Recreation & Cultural Services  
Director, Communications  
Manager, Parks & Public Places  
Grants Manager, Central Okanagan Foundation



**OPERATING**

APPENDIX A  
Report from the Cultural Services Manager  
September 26, 2012



## 2013 Operating Grants GUIDELINES

APPLICATION DEADLINE: December 7, 2012 at 3:00pm PST

Mail or deliver completed and signed application form and a digital copy (PDF or Word Document) on CDROM or USB flash drive, along with supporting materials by the deadline to:

**New Location**

Operating Grants  
City of Kelowna Cultural Services Branch  
Glenmore Office\*  
#105 - 1014 Glenmore Drive  
Kelowna, BC V1Y 4P2

*\*Trouble finding us? Cultural Services is located at the corner of Mountain Avenue and Glenmore Drive, behind the Mac's store.*

## 2013 Arts, Culture & Heritage Operating Grants

The City of Kelowna allocates annual grant funding to arts, culture and heritage organizations which provide arts, culture and/or heritage based programming and activities for the benefit of Kelowna residents.

This support acknowledges that the work of these organizations contributes to Kelowna's quality of life, identity and economy, and is extended to recipients who demonstrate vision, accountability and a spirit of community services in their operations.

Eligible organizations must be an independent organization with a clear mandate which includes the provision of public programs and services with an arts, culture and/or heritage focus.

A completed application form must be submitted by the application deadline. The form, with helpful step-by-step instructions, is available [on-line](#) or from City staff (see below).

Anyone considering making an application is encouraged to:

- Attend an information [workshop](#). Workshops for 2013 grants are scheduled for October 10 and 11, 2012; and
- Contact Caroline Ivey, Cultural Services Branch, [civey@kelowna.ca](mailto:civey@kelowna.ca), phone 250-469-8474.

**OPERATING GRANT DEADLINE: December 7, 2012 at 3:00 p.m. PST**

*Funding is intended to support operating expenses during the calendar year beginning January 1, 2013.*



## Eligibility

In order to be eligible for Operating Grants, applicants must demonstrate that they meet the following adjudication criteria:

- Be incorporated and in good standing as a British Columbia non-profit society. Charitable status is not required;
- Be active as an incorporated non-profit society for at least one full year prior to the application deadline;
- Be an independent organization with a clear mandate which includes the provision of public programs and services with an arts, culture and/or heritage focus;
- Be directed by recognized arts/cultural/heritage professionals and/or experienced volunteers;
- Carry out the majority of their work (e.g. performances, exhibitions, events, programs, rehearsals, administrative activity, membership) in the City of Kelowna;
- If arts based, create, produce or present work primarily by local artists/performers/artisans (amateur and/or professional) - the program may include some artists who are not local
- If heritage based, create, provide or facilitate events, materials, communications and/or services which interpret and convey the human history of Kelowna to residents and visitors;
- Demonstrate an inclusive, diverse and welcoming approach in their operations and activities;
- Demonstrate financial need;
- Be fiscally responsible (e.g. diversified revenue base, annual budgeting process, proper financial records and reports, support from an accredited bookkeeper/financial advisor);
- Have a sound governance model which provides for staff/volunteer/board recruitment and development, planning, committees and partnerships; and
- Demonstrate alignment with the following City of Kelowna goals and values:

GOALS	VALUES	REFERENCE
<ul style="list-style-type: none"> <li>• Increasing cultural vitality and participation</li> <li>• Conveying Kelowna's history</li> <li>• Animating urban centres</li> <li>• Providing arts and culture opportunities for underserved populations</li> <li>• Building cultural leadership and volunteerism</li> <li>• Welcoming new citizens and newcomers</li> </ul>	<ul style="list-style-type: none"> <li>• Accessibility, diversity and inclusion</li> <li>• Accountability and fiscal responsibility</li> <li>• Innovation</li> <li>• Optimizing value</li> <li>• Partnerships and collaboration</li> <li>• Respect for artists:               <ul style="list-style-type: none"> <li>• Fair compensation for artists' time and work</li> <li>• Recognition of the artist during and after the project</li> <li>• Engagement of the artist in planning for use of the work and any other intellectual property associated with the project</li> </ul> </li> </ul>	<p><a href="#">Cultural Plan</a> (see Section 5.1 Vision, 5.2 Guiding Principles and Goals <a href="#">4</a>, <a href="#">5</a> and <a href="#">6</a>)</p> <p>Printed excerpts of the Cultural Plan are available from City staff.</p>
<ul style="list-style-type: none"> <li>• Enhance citizens' quality of life</li> <li>• Engage the community</li> </ul>		Council priorities 2012-2014
Community Enrichment - cultural activities that support the development of individuals, families and the broader community.		Recreation & Cultural Services 2013 Goals

*Note that beginning in May 2013 - organizations requesting operating grants of \$10,000 or more may be required to register in CADAC ([Canadian Arts Data / Données sur les arts au Canada](#)) and submit their financial and statistical data prior to submitting their final report on or before December 6, 2013.*

Operating grants are NOT TO BE USED FOR:

- Start-up costs
- Seed money for projects or events

- Construction, renovation, property purchase or major equipment purchases
- Deficit reduction
- Supporting organizations primarily focused on sports, politics, education, religion, healthcare, ethnicity, social service and/or those which seek to attract only a special interest audience.

### Applications for both Operating & Project Grants

Organizations receiving Operating Grants may also apply for one Project Grant within the same calendar year in which they receive operating funding.

Organizations which benefit from City of Kelowna Cultural Facility Grants or Professional Arts Grants are not eligible to apply for Operating Grants but will be eligible to apply for Project Grants.

### Evaluation

All grants will be adjudicated by a panel of professional qualified peer and community representatives convened by an arm's length contracted agency in consultation with City of Kelowna staff.

Panelists are invited to participate based on their experience, merit and familiarity with granting processes and the local arts, culture and heritage community. To the extent possible, the panel will reflect the diversity of the community at large and the range of disciplines and activities reflected in the list of applicants.

Panelists who have a real or perceived conflict of interest regarding any application will be required to declare that such a conflict exists and will not participate in decisions relating to that application.

Cultural Services staff will be present as observers and facilitators during the adjudication process, but will not be active participants.

The adjudication panel will, within 60 days of the application deadline, provide its recommendations to the contracted agency. Recommendations will then be presented to Kelowna City Council by staff.

The recommendations of the adjudication panel are final.

### Notification

Grant applicants will receive written notification of evaluation results by early February, 2013.

Funds will be disbursed as soon as possible after presentation to Council. The objective is to have all funds disbursed by the end of February 2013.

Grants are awarded on an annual basis, based on the merits of the application and the program criteria. Applicants must re-apply each year. Continued funding is not guaranteed.

Obtaining an operating grant is a competitive process and demand exceeds available resources. Even if eligibility requirements are met, there is no guarantee of support.

All applicants are encouraged to meet with Cultural Services staff to obtain feedback about their application from the evaluation panel.



## Recognizing the City of Kelowna's Support

Grant recipients must acknowledge the financial assistance of the City of Kelowna on ALL communications and promotional materials relating to the organization (such as programmes, brochures, posters, advertisements, websites, news releases and signs).

Acknowledgement is provided by using the City of Kelowna logo in accordance with prescribed standards.

City of Kelowna logo files and usage standards will be provided to successful applicants. Failure to acknowledge the City's support may result in the inability of an organization to obtain grant support in future years.

## Reporting

Successful applicants will provide year-end reports in a prescribed format to the City of Kelowna Cultural Services Branch. Receipt of these reports is a pre-condition for consideration of an organization's future grant applications in any category and will be part of the review panel resources in future grant application reviews.

A grant recipient seeking to make significant changes to its operations, as outlined in an application, should consult with Cultural Services staff prior to implementation.

Final reports must be submitted on or before December 6, 2013.

## Submitting Applications - Deadline: December 7, 2012 at 3:00 p.m. PST

- Application forms are available (in PDF or Word format) at [kelowna.ca/culture](http://kelowna.ca/culture), or by contacting Caroline Ivey, Cultural Services branch, [civey@kelowna.ca](mailto:civey@kelowna.ca), phone 250-469-8474.
- Information should be typewritten - handwritten forms will not be accepted.
- Cultural Services staff are available to review your application prior to submission.
- Applications submitted for review must be received prior to November 30, 2012.
- Applications which are late or incomplete are ineligible for adjudication.
- Answer all questions on the form concisely, and include all of the requested supporting materials - use the provided checklist to ensure that your application is complete.
- Support materials are welcome on the understanding that they will not be returned or retained.
- Information about an applicant's operations is collected for the purpose of adjudicating the application and for administrative purposes. It is collected under the authority of the *Local Government Act*, RSBC 1996, c323, *Community Charter*, SBC 2003, c26 and the *Freedom of Information and Protection of Privacy Act*, RSBC 1996 c165. Questions about the collection of this information are to be directed to Sandra Kochan, Cultural Services Manager, at [skochan@kelowna.ca](mailto:skochan@kelowna.ca), or 250-469-8935.
- Mail or deliver completed and signed application form and a digital copy (PDF or Word) on on CDROM or USB flash drive, along with supporting materials by the deadline to:

New Location

Operating Grants  
City of Kelowna Cultural Services Branch  
Glenmore Office  
#105 - 1014 Glenmore Drive  
Kelowna, BC V1Y 4P2

**See pages 6-8 regarding the NEW Travel & Conference Grant**

## 2013 Travel & Conference Grant

New for 2013, the City of Kelowna Cultural Services Branch is providing one annual grant award of up to \$1,500 to encourage local arts, culture and heritage organizations to attend Americans for the Arts conferences.

Funds will reimburse applicants for expenses associated with:

- Conference registration
- Travel costs
- Accommodation

Applicant organizations must be eligible for Operating Grants in accordance with these guidelines, but need not be a current operating grant applicant or recipient.

Determination of the grant award will be made by Cultural Services Branch staff.

### 2013 Conference opportunities include:

2013 Americans for the Arts Annual Convention  
June 14-16, 2013  
Pittsburg, PA  
[convention.artsusa.org](http://convention.artsusa.org)

or

National Arts Marketing Project Conference  
November 8-11, 2013  
Portland, OR  
[artsmarketing.org/conference](http://artsmarketing.org/conference)

To apply, please fill out the expression of interest form attached to these guidelines and return to:

New Location

Travel & Conference Grant  
City of Kelowna Cultural Services Branch  
Glenmore Office  
#105 - 1014 Glenmore Drive  
Kelowna, BC V1Y 4P2

or email :  
[culture@kelowna.ca](mailto:culture@kelowna.ca) (Subject: Conference & Travel Grant)

**Deadline - March 31<sup>st</sup>, 2013**



# Arts, Culture & Heritage Travel & Conference Grant



## Expression of Interest - DEADLINE March 31, 2013

Contact person:	Name:	
	Phone:	Email:
Organization:	Name:	
	Mailing address with postal code:	
Event: (select one)	<input type="checkbox"/> 2013 Americans for the Arts Annual Convention June 14-16, 2013 - Pittsburg, PA <input type="checkbox"/> 2013 National Arts Marketing Project Conference November 8-11, 2013 - Portland, OR	
<p>Organizations may request up to \$1,500 as reimbursement for the eligible expenses listed below. Eligible expenses are paid by the organization. By filling in the following information, you are confirming that your organization has estimated the costs of attending the event and is able to cover these costs until reimbursement is provided.</p> <p>Note that there may be other expenses such as meals, ground transportation, entertainment, or per diems associated with attending the event which are not eligible for reimbursement.</p>		
Roundtrip airfare		\$
Hotel		\$
Conference Registration		\$
TOTAL Eligible Expenses		\$

In support of your request, please answer the questions on the next page.

Please review the website information available for your conference of interest and provide us with the following information. Be concise and limit your answers to 50 words or less per section:

- *What are some of the challenges and opportunities facing your organization?*
  
- *Who from your organization will be attending the event?*
  
- *What are some of the specific sessions of this event (or past events if current programs are not available) which are of interest for your organization?*
  
- *What outcomes does your organization want to achieve by attending the event?*
  
- *How do you propose to share what is learned at the event within your organization and with the cultural community in Kelowna?*

Return this form by March 31, 2013 to:

Travel & Conference Grant  
City of Kelowna Cultural Services Branch  
Glenmore Office  
#105 - 1014 Glenmore Drive  
Kelowna, BC V1Y 4P2

New Location

or email :  
[culture@kelowna.ca](mailto:culture@kelowna.ca)



**PROJECT**

APPENDIX B  
Report from the Cultural Services Manager  
September 26, 2012



## 2013 Project Grants GUIDELINES

APPLICATION DEADLINE: December 7, 2012 at 3:00 p.m. PST

Mail or deliver completed and signed application form and a digital copy (PDF or Word document) on CDROM or USB flash drive, along with supporting materials by the deadline to:

**New Location**

Project Grants  
City of Kelowna Cultural Services Branch  
Glenmore Office\*  
#105 - 1014 Glenmore Drive  
Kelowna, BC V1Y 4P2

*\*Trouble finding us? Cultural Services is located at the corner of Mountain Avenue and Glenmore Drive, behind the Mac's store.*

## 2013 Project Grants

The City of Kelowna allocates annual grant funding to community organizations which intend to provide a festival, event or project featuring arts, culture and/or heritage based elements for the benefit of Kelowna residents.

This support acknowledges that:

- New initiatives often need 'seed money' to get started and ongoing support to become established;
- Community events build social connectedness and engagement;
- Successful events and projects which include creative, cultural or historical content can be initiated by individual or collaborative groups whose primary mandates may be unrelated to arts, culture and heritage; and
- The work of community organizations and the availability of arts, culture and heritage activities, contributes to Kelowna's quality of life, identity and economy.

Eligible organizations need not be from the arts, culture or heritage sector. Innovation and collaboration across sectors and interests is encouraged.

Project Grant funds may be requested for up to 50% of the total cost of a project, to a maximum of \$10,000. All project grants require a non-municipal match of at least 1 to 1. These matching funds may be all cash or a combination of cash and in kind contributions. Please review the eligible uses for funding within this package for further information.

A completed application form must be submitted by the application deadline.

**In order to ensure that applicants and projects are eligible before time is spent filling in the forms, project application forms are NOT available on line and must be obtained from staff.**

Anyone considering making an application is encouraged to:

- Attend an information [workshop](#). Workshops for 2013 grants are scheduled for October 10 and 11, 2012; and
- Contact Caroline Ivey, Cultural Services Branch, [civey@kelowna.ca](mailto:civey@kelowna.ca), phone 250-469-8474.

**PROJECT GRANT DEADLINE: December 7, 2012 at 3:00 p.m. PST**

*Funding is intended to support expenses for projects occurring between March 2013 and December 2013. For projects occurring prior to March 2013, please contact Cultural Services staff.*

*Note that these grants have a project focus - organizations may also be eligible to apply for an Arts, Culture & Heritage Operating Grant in the same year through a separate application process. Eligibility criteria and forms are available at [kelowna.ca/culture](http://kelowna.ca/culture) or by contacting Cultural Services.*



## Definitions

**Project** - a special initiative which may be one-time, and may be characterized by:

- New or unconventional collaboration between/across genres, disciplines or sectors;
- Creation of new work or materials; and/or
- Emphasis on new or emerging technologies, media, techniques and practices.

**Festival** - an organized event which occurs over more than one day, incorporates an intensive level of planned activity into those days and demonstrates established or potential audience support from a broad range of the community.

**Event** - an organized performance, gathering, activity or cluster of activities which occurs on a single day.

**Art** - includes all genres within the following disciplines (list is not exhaustive and two or more genres or disciplines may be combined):

- Performance (music/dance/theatre/spoken word/improvisation)
- Visual (two and three dimensional/performance/fine or artisanal craft/site specific or temporary installation)
- Literary (poetry/prose)
- Media/new media (film/video/still photography)
- Design (fashion/graphic/industrial/interior)

**Culture & Heritage** - broadly conceived to include both tangible and intangible characteristics of the following elements, with activities and expression which explore, interpret and celebrate:

- Human diversity including First Nations/ethnicity/different abilities and orientations/gender and age
- Human and natural history
- Ecology & environment (as themes for artistic practice or historical interpretation)
- Heritage buildings, sites (including neighbourhoods, gardens, views), collections, archives, documentation, interpretation
- Storytelling, narratives, traditions and values, artisanal methods

## Eligibility

In order to be eligible for Project Grants, all festivals, events and projects as defined above must:

- Be open and/or accessible to the public, and reach beyond the organization's members and artists to the broader community;
- Offer a unique experience not duplicated by other ongoing organizations and their activities;
- Be a one-time or new initiative, or if existing, demonstrate expansion and growth (e.g. a trend of increase in audience, participation and/or activity);
- Be supported by budgets which are distinct from regular operating budgets of the lead organization;
- Prominently feature art, cultural or heritage content; and
- Demonstrate alignment with the following City of Kelowna goals and values:

GOALS	VALUES	REFERENCE
<ul style="list-style-type: none"> <li>• Increasing cultural vitality and participation</li> <li>• Conveying Kelowna's history</li> <li>• Animating urban centres</li> <li>• Providing arts and culture opportunities for underserved populations</li> <li>• Building cultural leadership and volunteerism</li> <li>• Welcoming new citizens and newcomers</li> </ul>	<ul style="list-style-type: none"> <li>• Accessibility, diversity and inclusion</li> <li>• Accountability and fiscal responsibility</li> <li>• Innovation</li> <li>• Optimizing value</li> <li>• Partnerships and collaboration</li> <li>• Respect for artists:               <ul style="list-style-type: none"> <li>• Fair compensation for artists' time and work</li> <li>• Recognition of the artist during and after the project</li> <li>• Engagement of the artist in planning for use of the work and any other intellectual property associated with the project</li> </ul> </li> </ul>	<p><a href="#">Cultural Plan</a> (see Section 5.1 Vision, 5.2 Guiding Principles and Goals <a href="#">4</a>, <a href="#">5</a> and <a href="#">6</a>)</p> <p>Printed excerpts of the Cultural Plan are available from City staff.</p>
<ul style="list-style-type: none"> <li>• Enhance citizens' quality of life</li> <li>• Engage the community</li> </ul>		Council priorities 2012-2014
Community Enrichment - cultural activities that support the development of individuals, families and the broader community.		Recreation & Cultural Services 2013 Goals

## Applicant Criteria:

- Be incorporated and in good standing as a British Columbia non-profit society. Charitable status is not required. Organizations and commercial enterprises without non-profit status can be involved as supporters, collaborators and partners but cannot be a primary applicant. If the project involves a collaboration of several organizations, one eligible non-profit organization must be designated as the primary applicant and project lead;
- Be active as an incorporated non-profit society for at least one full year prior to the application deadline;
- Be an independent organization with a clear mandate which authorizes the activities and initiatives included in the application. Applicants do not need to have a primary mandate relating to arts, culture or heritage;
- Be directed by recognized professionals and/or experienced volunteers;
- Carry out the majority of their work (e.g. events, services, programs administrative activity, membership) in the City of Kelowna;
- Demonstrate an inclusive, diverse and welcoming approach in their operations and activities;
- Be fiscally responsible (e.g. diversified revenue base, annual budgeting process, proper financial records and reports, support from an accredited bookkeeper/financial advisor); and
- Have a sound governance model which provides for staff/volunteer/board recruitment and development, planning, committees and partnerships.



**Festival/Event/Project Criteria:**

- Evidence of community need
- Evidence of community support (levels of commitment from volunteers, donors, partners)
  - Provide letters of support with the application
  - *Do not include Letters of support from the Mayor, Kelowna City Councillors and City staff*
- Evidence of financial need and ability to fund from other sources at least 50% of the project costs. Project grants are limited to a maximum of \$10,000 and cannot exceed 50% of the total project costs. Applicants must self-fund or seek other sources of funding for at least 50% of the total project costs.
- Uniqueness of project (not duplicated by any other initiative or organization)
- Innovation of project (for example original new work, new approaches, new collaborations)
- Inclusive, accessible, diverse and welcoming approach to a broad audience within the community
- A viable business plan which outlines clear, measurable objectives, actions and outcomes, including budgets and potential economic impact
- Evidence of responsible and experienced project leadership and management (personnel, planning, records and controls)
- If an existing initiative, evidence of a growth trend in audience, participation and/or activity
- Potential to attract a non-resident audience (from the Okanagan region or beyond)
- Sensitivity to and mitigation of any environmental impacts arising from the initiative
- Festival/Event/Project must be complete by December 2013.

**Eligible Uses for Funding**

Project grants are intended to be used for:	Project grants are NOT TO BE USED FOR:
<ul style="list-style-type: none"> <li>✓ Fees for licenses, permits, insurance and security;</li> <li>✓ Venue rental and other venue related costs (tents, furniture, audio/visual/lighting and other equipment, technical/trade services);</li> <li>✓ Material costs relating to design, production/fabrication and installation of new or original works, structures, sets or costumes relating to the project;</li> <li>✓ Payment of fees and expenses for participating artists/creators/performers/presenters;</li> <li>✓ Design, production and distribution of non-commercial (no advertising content) information materials relating to arts, culture or heritage. Materials can be in printed or other media and must be suitable and available at no charge for a public audience (for example, brochures, interpretive signage, maps and video). Websites, promotional items (ads, posters, handbills) and directional signage are excluded;</li> <li>✓ Volunteer recruitment, training and support; and</li> <li>✓ Research or feasibility studies to a maximum of \$1500, on the condition that completed studies are released to the City of Kelowna on an unrestricted basis.</li> </ul>	<ul style="list-style-type: none"> <li>× <i>Initiatives which already receive financial or in kind support from other City of Kelowna sources for the same purpose</i></li> <li>× <i>Ongoing operating or administration expenses</i></li> <li>× <i>Research or feasibility studies except as above</i></li> <li>× <i>Costs of purchased advertising</i></li> <li>× <i>Décor, food and beverage costs</i></li> <li>× <i>Costs relating to fundraising (projects are not eligible if activities and/or costs are primarily aimed at fundraising)</i></li> <li>× <i>Retroactive funding for events which have already occurred</i></li> <li>× <i>Construction, renovation, property purchase or major equipment purchases</i></li> <li>× <i>Deficit reduction</i></li> <li>× <i>Supporting events or activities which are politically partisan or primarily focused on sports, commercial activity (tradeshow, conferences), competition, education, religion, healthcare, social service, and/or seek to attract a special interest audience.</i></li> </ul>



<p>*Note: In order to meet the matching requirements, these expenses can also be paid from other sources through cash and in kind contributions.</p>	
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### **Important Note re: Limitation of Eligibility**

Depending on fulfillment of all criteria, including financial need, recipients of Project Grants may re-apply for funding of the same initiative in each of two consecutive years, but after three consecutive years of funding are no longer eligible to apply for support of the same initiative. This ensures that the group of organizations and initiatives benefiting from these grants is refreshed on an ongoing basis.

### **Applications for Both Operating & Project Grants**

Some organizations receiving Project Grants may also be eligible for Arts, Culture & Heritage Operating Grants within the same calendar year. A separate application is required.

Organizations which benefit from City of Kelowna Cultural Facility Grants or Professional Arts Grants are each eligible to apply for one Project Grant per calendar year. Their applications will be adjudicated on the same criteria as other applicants.

### **Evaluation**

All grants will be adjudicated by a panel of professional qualified peer and community representatives convened by an arm's length contracted agency in consultation with City of Kelowna staff.

Panelists are invited to participate based on their experience, merit and familiarity with granting processes and the local arts, culture and heritage community. To the extent possible, the panel will reflect the diversity of the community at large and the range of disciplines and activities reflected in the list of applicants.

Panelists who have a real or perceived conflict of interest regarding any application will be required to declare that such a conflict exists and will not participate in decisions relating to that application.

Cultural Services staff will be present as observers and facilitators during the adjudication process, but will not be active participants.

The adjudication panel will, within 60 days of the application deadline, provide its recommendations to the contracted agency. Recommendations will then be presented to Kelowna City Council by staff.

The recommendations of the adjudication panel are final.

### **Notification**

Grant applicants will receive written notification of evaluation results by early February, 2013.

Funds will be disbursed as soon as possible after presentation to Council. The objective is to have all funds disbursed by the end of February 2013.

Grants are awarded on an annual basis, based on the merits of the application and the program criteria. Applicants must re-apply each year. Continued funding is not guaranteed.



Obtaining a project grant is a competitive process and demand exceeds available resources. Even if eligibility requirements are met, there is no guarantee of support.

All applicants are encouraged to meet with Cultural Services staff to obtain feedback about their application from the evaluation panel.

### **Recognizing the City of Kelowna's Support**

Grant recipients must acknowledge the financial assistance of the City of Kelowna on all communications and promotional materials relating to the festival/event/project (such as programmes, brochures, posters, advertisements, websites, news releases and signs).

Acknowledgement is provided by using the City of Kelowna logo in accordance with prescribed standards.

City of Kelowna logo files and usage standards will be provided to successful applicants. Failure to acknowledge the City's support may result in the inability of an organization to obtain grant support in future years.

### **Reporting**

Successful applicants will provide a final report within 60 days of completion of the project, in a prescribed format, to the City of Kelowna Cultural Services Branch. Receipt of these reports is a pre-condition for consideration of an organization's future grant applications in any category and will be part of the review panel resources in future grant application reviews.

A grant recipient seeking to make significant changes to its initiatives as outlined in an application should consult with Cultural Services staff prior to implementation. If the changes result in the cancellation or a significant delay in the completion of the initiative, the applicant will, after consultation with staff, be required to return to the City all Project Grant funds paid for that year.

## Submitting Applications - Deadline: December 7, 2012 at 3:00 p.m. PST

- In order to ensure that applicants and projects are eligible before time is spent filling in the forms, project application forms are NOT available on line and must be obtained from staff.
- Contact Caroline Ivey, Cultural Services Branch, [civey@kelowna.ca](mailto:civey@kelowna.ca), phone 250-469-8474.
- Information should be typewritten - handwritten forms will not be accepted.
- Cultural Services staff are available to review your application prior to submission.
- Applications submitted for review must be received prior to November 30, 2012.
- Applications which are late or incomplete are ineligible for adjudication.
- Answer all questions on the form concisely, and include all of the requested supporting materials - use the provided checklist to ensure that your application is complete.
- Include sketches, photographs and other visual or audio materials if they will help to describe/define your project.
- A project budget, separate from the organization's budget, is required.
- Support materials are welcome on the understanding that they will not be returned or retained.
- Information about an applicant's operations is collected for the purpose of adjudicating the application and for administrative purposes. It is collected under the authority of the *Local Government Act*, RSBC 1996, c323, *Community Charter*, SBC 2003, c26 and the *Freedom of Information and Protection of Privacy Act*, RSBC 1996 c165. Questions about the collection of this information are to be directed to Sandra Kochan, Cultural Services Manager, at [skochan@kelowna.ca](mailto:skochan@kelowna.ca), or 250-469-8935.
- Mail or deliver completed and signed application form and a digital copy (PDF or Word) on disc, along with supporting materials by the deadline to:

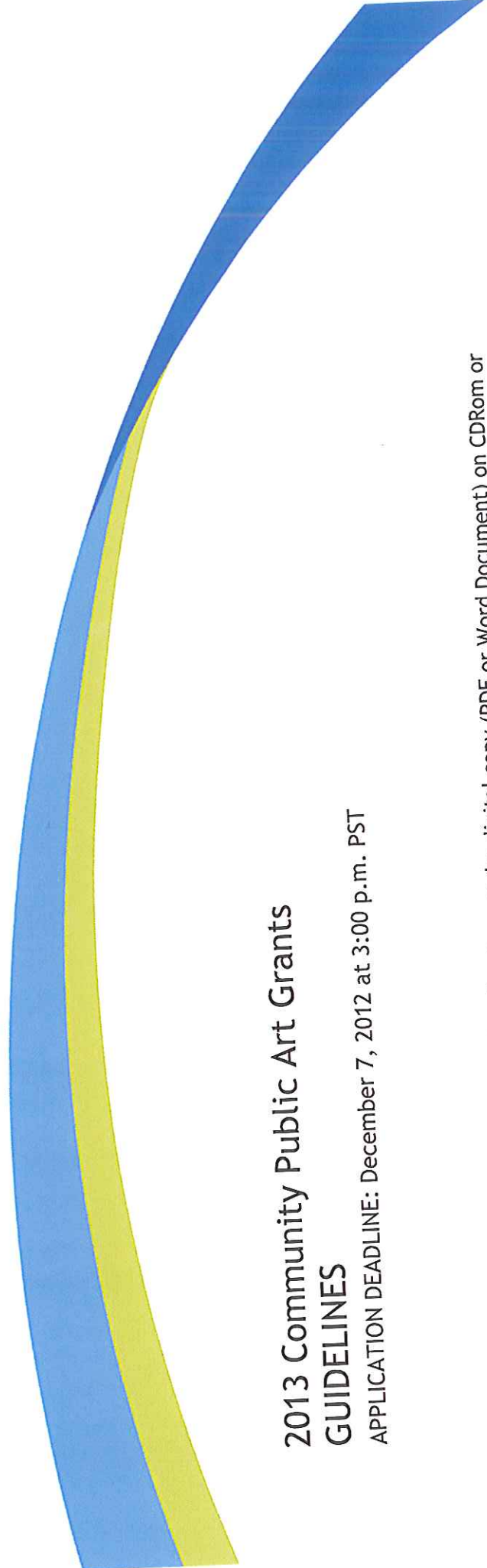
New Location

Project Grants  
City of Kelowna Cultural Services Branch  
Glenmore Office  
#105 - 1014 Glenmore Drive  
Kelowna, BC V1Y 4P2



# COMMUNITY PUBLIC ART

APPENDIX C  
Report from the Cultural Services Manager  
September 26, 2012



## 2013 Community Public Art Grants GUIDELINES

APPLICATION DEADLINE: December 7, 2012 at 3:00 p.m. PST

Mail or deliver completed and signed application form and a digital copy (PDF or Word Document) on CDRom or USB flash drive, along with supporting materials by the deadline to:

Community Public Art Grants  
City of Kelowna Cultural Services Branch  
Glenmore Office\*  
#105 - 1014 Glenmore Drive  
Kelowna, BC V1Y 4P2

**New Location**

\**Trouble finding us? Cultural Services is located at the corner of Mountain Avenue and Glenmore Drive, behind the Mac's store.*

## 2013 Community Public Art Grants

The City of Kelowna provides annual grant funding for community organizations to support projects which engage local artists with Kelowna residents in the collaborative creation of temporary or permanent works of art.

The end product need not be a permanent work of art but should be publicly accessible and leave a legacy for the general public. Projects should demonstrate the support of the local community and document significant participation by a sizable number of people.

In 2013, a total of \$15,000 is available, with a maximum grant amount of \$10,000.

All community public art grants require a non-municipal match of at least 1 to 1. These matching funds may be all cash or a combination of cash and in kind contributions.

These guidelines provide information about program objectives, eligibility, and adjudication of applications.

A completed application form must be submitted by the application deadline. The form, with helpful step-by-step instructions, is available [on-line](#) or from City staff (see below).

Anyone considering making an application is encouraged to:

- Attend an [information workshop](#). Workshops for 2013 grants are scheduled for October 10 and 11, 2012; and
- Contact Caroline Ivey, Cultural Services Branch, [civey@kelowna.ca](mailto:civey@kelowna.ca), phone 250-469-8474.

**COMMUNITY PUBLIC ART GRANT APPLICATION DEADLINE: December 7, 2012 at 3:00 p.m. PST**



## 1. What is Community Public Art?

Community public art is a collaborative, collective creative process between a practicing artist and a community which results in a work of public art. It is as much about process as it is about the artistic product or outcome. It is a way for the community to creatively address and express its needs and aspirations. (Inspired by the Ontario Arts Council, *Community Arts Workbook*, 1998, p.7)

Some of the identifying characteristics of Community Public Art are:

- It addresses community concerns and/or reflects community identity;
- It provides a participatory creative experience which is accessible to a broad range of people; and
- It is a way for artists to apply their skills in community development and building cultural and social sustainability.

Community public art can employ a range of media. Permanent installations often include mosaic, textile or other individual elements which are then assembled into a larger work. Murals, banners and painted panels have been popular in past years. The program welcomes artists from any discipline, and submissions involving performance, photography and digital media are encouraged.

Permanent projects may be located on public or private property, and must be publicly accessible. Temporary projects must be documented in a format that can be shared in a public setting and retained as a publicly accessible permanent record.

Since the launch of the City of Kelowna's Community Public Art program in 2007, many projects have been completed. Details about these projects are provided on the City's [website](#).

Other communities in British Columbia also offer Community Public Art programs. Some good examples can be found on the [North Vancouver Arts Office website](#).

Follow these links to see some interesting examples of Community Public Art projects around the world:

<http://candychang.com/before-i-die-in-nola/>  
<http://www.kids-with-cameras.org/mission/>  
<http://www.headlinestheatre.com/intro.htm>

## 2. Objectives for Community Public Art

The objectives for the City of Kelowna Community Public Art Program are:

- Encourage the creation of publicly accessible, permanent or temporary artworks that have artistic merit and community benefit;
- Foster community pride, identity and cohesion through a collaborative artistic endeavor and the creation of artwork legacies;
- Support local leadership in community art projects while respecting the role of artists and other design professionals;
- Reflect the diversity, needs and ambitions of the larger community.

### 3. How Community Public Art links to broader civic goals and values

Organizations and projects seeking support from this program must demonstrate alignment with the following City of Kelowna goals and values:

GOALS	VALUES	REFERENCE
<ul style="list-style-type: none"> <li>Increasing cultural vitality and participation</li> <li>Conveying Kelowna's history</li> <li>Animating urban centres</li> <li>Providing arts and culture opportunities for underserved populations</li> <li>Building cultural leadership and volunteerism</li> <li>Welcoming new citizens and newcomers</li> </ul>	<ul style="list-style-type: none"> <li>Accessibility, diversity and inclusion</li> <li>Accountability and fiscal responsibility</li> <li>Innovation</li> <li>Optimizing value</li> <li>Partnerships and collaboration</li> <li>Respect for artists:               <ul style="list-style-type: none"> <li>Fair compensation for artists' time and work</li> <li>Recognition of the artist during and after the project</li> <li>Engagement of the artist in planning for use of the work and any other intellectual property associated with the project</li> </ul> </li> </ul>	<p><u>Cultural Plan</u> (see Section 5.1 Vision, 5.2 Guiding Principles and Goals <u>4</u>, <u>5</u> and <u>6</u>)</p> <p>Printed excerpts of the Cultural Plan are available from City staff.</p>
<ul style="list-style-type: none"> <li>Enhance citizens' quality of life</li> <li>Engage the community</li> </ul> <p>Community Enrichment - cultural activities that support the development of individuals, families and the broader community.</p>		<p>Council priorities 2012-2014</p> <p>Recreation &amp; Cultural Services 2013 Goals</p>

### 4. Who can apply

Individuals, groups or agencies employed by or associated with the City of Kelowna are not eligible to apply.

Private businesses, individual local artists and unincorporated groups are not eligible as a lead applicant but are encouraged to work on a project in partnership with a registered non-profit society which can demonstrate that it:

- Is involved in, and supportive of the project and has agreed to be a sponsoring organization;
- Is incorporated and in good standing as a British Columbia non-profit society. Charitable status and an arts-related mandate is not required;
- Has the legal authority to sign a Memorandum of Understanding with the City of Kelowna and obtain general liability insurance;
- Has been active as an incorporated non-profit society for at least one full year prior to the application deadline;
- Carries out the majority of its activities in the City of Kelowna;
- Has an inclusive, diverse and welcoming approach in its operations and activities; and
- Has financial management systems in place (e.g. a bank account, proper financial records, oversight by skilled volunteers or board members).



## 5. How much funding is available

For 2013, a total of \$15,000 is available in the Community Public Art Program.

The maximum amount for any individual application is \$10,000.

Most grants in the past have been in the \$5,000 range.

All grants require a non-municipal match of at least 1 to 1. These matching funds may be all cash or a combination of cash and in kind contributions. You may include matching funds that are proposed but not yet committed at the time of the application deadline.

Applicants are encouraged to explore additional funding options such as:

- Embrace BC ([www.embracebc.ca](http://www.embracebc.ca))
- BC Arts Council ([www.bcartsCouncil.ca](http://www.bcartsCouncil.ca))
- Central Okanagan Foundation ([www.centralokanaganfoundation.org](http://www.centralokanaganfoundation.org))
- Vancouver Foundation ([www.vancouverfoundation.ca](http://www.vancouverfoundation.ca))

## 6. How and when can the funding used

Eligible uses for Community Public Art funding*:	This funding cannot be used for:
<ul style="list-style-type: none"> <li>✓ Artist fees (may include fee/hour plus expenses)</li> <li>✓ Services (various trades)</li> <li>✓ Materials and supplies (consumables such as paint, canvas, glue etc)</li> <li>✓ Costs of setting up a safe venue for art production (insurance, tents, rental fees, permits)</li> <li>✓ Documentation (videographer, photographer, editing, printing)</li> <li>✓ Coordination/project management (someone to help with logistics and publicity)</li> <li>✓ Volunteers and participants (food, beverage, thank you event)</li> </ul> <p>*Note: In order to meet the matching requirements, these expenses can also be paid from other sources through cash and in kind contributions.</p>	<ul style="list-style-type: none"> <li>x Retroactive funding for projects already in progress or completed;</li> <li>x Projects which already receive financial or in-kind support from the City of Kelowna</li> <li>x Activities primarily aimed at fund-raising;</li> <li>x Activities or products with a political, religious or commercial purpose;</li> <li>x Capital improvements;</li> <li>x Purchase of property, equipment or collections;</li> <li>x Projects which do not have               <ul style="list-style-type: none"> <li>o broad-based community participation;</li> <li>o the involvement of a local artist;</li> <li>o a publicly accessible legacy;</li> </ul> </li> <li>x Reduction or elimination of existing organizational deficits or interest on same; or</li> <li>x Directly or indirectly acquiring academic courses or</li> </ul>

	credits. * Projects on sites outside the City of Kelowna boundaries.
<p>Projects must be completed within the calendar year of the application, unless otherwise agreed.</p> <p>Subject to approval by the City of Kelowna, funding may be used to support project activities over a period of more than one year, as long as the proposed start and end dates are disclosed in the application.</p>	

### 7. Who does what in a typical Community Public Art project

Responsibilities of the sponsoring organization:

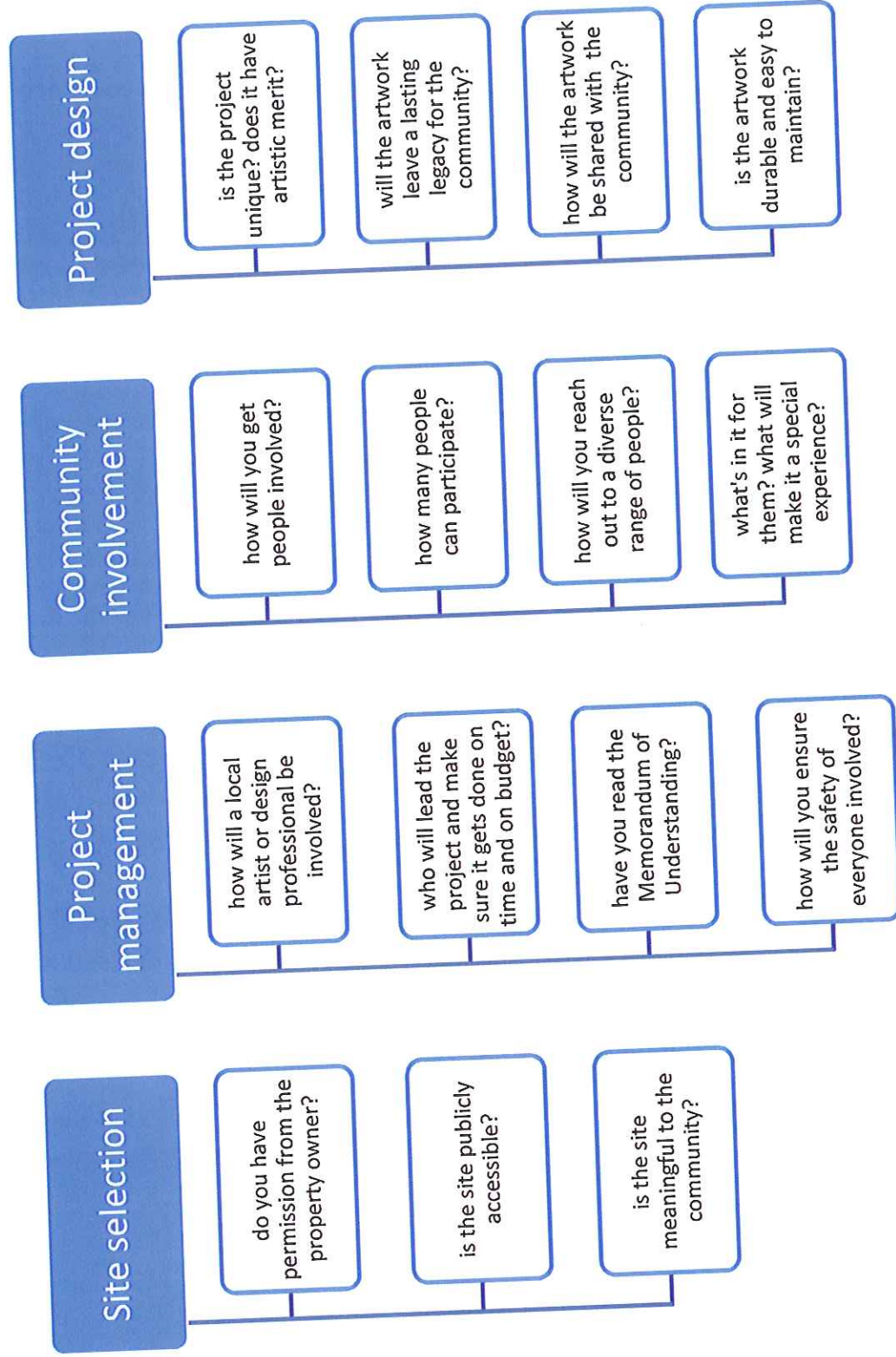
- Receive and manage the City of Kelowna grant funding;
- Sign a Memorandum of Understanding with the City of Kelowna. A sample Memorandum is included in these guidelines. The Memorandum includes provisions governing scheduling and timelines, risk management, progress reporting, payments, ownership of the artwork and communications. Successful applicants will provide reports to Cultural Services staff during the project period;
- Contribute cash and/or in-kind resources;
- Ensure that funds are in place to cover all costs and that the project will run smoothly;
- Identify the artist and work with the artist to create and implement a plan to engage the organization's members and the broader community in the creation of a work of public art;
- Provide help and administrative support for the artist;
- Ensure that the artist is fairly compensated and that fees are paid on time and at the agreed upon level; and
- Carry out insurance, financial, reporting and other responsibilities related to the grant.

Responsibilities of the artist(s):

- Participate in the planning and creative process with the sponsoring organization and the community;
- Provide estimates of the costs for labour and materials for each stage of the project;
- Consider and advise on issues of public safety, durability, maintenance and operating costs in the design and delivery of the project;
- Provide materials and information as requested for documentation of work in progress and the completed work;
- Work with the sponsoring organization to complete the project and provide progress reports as requested; and
- Participate in unveiling/dedication events for the project as requested.



## 8. Things to consider in planning a project



## 9. How to apply





## **10. How applications are evaluated**

All grants will be adjudicated by a panel of qualified community representatives in consultation with City of Kelowna staff. Panelists who have a real or perceived conflict of interest regarding any application will be required to declare that such a conflict exists and will not participate in decisions relating to that application.

The adjudication panel will, within 60 days of the application deadline, provide its recommendations to Cultural Services staff, who in turn will present the recommendations to Kelowna City Council.

Subject to Council approval, the recommendations of the adjudication panel are final.

Applications are evaluated based on the requirements in these Guidelines as follows:

- Does the proposed project meet the objectives of the Community Public Art Program? (Section 2)
- Does the application demonstrate alignment with City of Kelowna goals and values? (Section 3)
- Is the applicant eligible? (Section 4)
- Does the project budget meet the matching requirements? (Section 5)
- Are the proposed uses of the funding consistent with Section 6 of the Guidelines?
- Has the applicant provided adequate information about how all roles and responsibilities will be fulfilled (Section 7) and how the project will be designed and delivered? (Section 8)
- Has the applicant made use of the information resources provided by the City including documents, contact with staff and workshops? (Section 9)

Obtaining a grant from the Community Public Art Program is a competitive process. Demand exceeds available resources. Even if eligibility requirements are met, there is no guarantee of support.

## **11. Notification about grant awards**

Grant applicants will receive written notification of evaluation results by early February, 2013.

Funds will be disbursed in phases in accordance with the Memorandum of Understanding.

All applicants are encouraged to meet with Cultural Services staff to obtain feedback about their application from the evaluation panel.

## **12. Recognizing the City of Kelowna's support**

Grant recipients must acknowledge the financial assistance of the City of Kelowna on all communications and promotional materials relating to the project (such as brochures, posters, advertisements, websites, news releases and signs).

Acknowledgement is provided by using the City of Kelowna logo in accordance with prescribed standards. City of Kelowna logo files and usage standards will be provided to successful applicants. Failure to acknowledge the City's support may result in the inability of an organization to obtain grant support in future years.

Pursuant to the Memorandum of Understanding, any communication with the public or media about the project should be approved by the City.

### 13. Reporting

Successful applicants will provide progress and final reports in a prescribed format to the City of Kelowna Cultural Services Branch. Receipt of these reports is a pre-condition for consideration of an organization's future grant applications to the City of Kelowna in any category.

A grant recipient seeking to make significant changes to its project, as outlined in an application, should consult with Cultural Services staff prior to implementation.

### 14. Submitting Applications - DEADLINE December 7, 2012 at 3:00 p.m. PST

- The application form is available in Word and fillable PDF formats online at [kelowna.ca/culture](http://kelowna.ca/culture), or by contacting Caroline Ivey, Cultural Services Branch, [civey@kelowna.ca](mailto:civey@kelowna.ca), phone 250-469-8474.
- Information should be typewritten - handwritten forms will not be accepted.
- Cultural Services staff are available to review your application prior to submission. Staff review is available only until November 30, 2012.
- Applications which are late or incomplete are ineligible and will not be evaluated.
- Answer all questions on the form concisely, and include all of the requested supporting materials - use the checklist to ensure that your application is complete.
- Sketches, photographs and other visual or audio materials that describe your project are helpful for the adjudication panel.
- Information about an applicant's operations is collected for the purpose of adjudicating the application and for administrative purposes. It is collected under the authority of the *Local Government Act*, RSBC 1996, c323, *Community Charter*, SBC 2003, c26 and the *Freedom of Information and Protection of Privacy Act*, RSBC 1996 c165. Questions about the collection of this information are to be directed to Sandra Kochan, Cultural Services Manager at [skochan@kelowna.ca](mailto:skochan@kelowna.ca), or 250-469-8935.
- Mail or deliver completed and signed application form and a digital copy (PDF or Word document) on CDROM or USB flash drive, along with supporting materials by the deadline to:

Community Public Art Grants  
City of Kelowna Cultural Services Branch  
Glenmore Office  
#105 - 1014 Glenmore Drive  
Kelowna, BC V1Y 4P2





## Memorandum of Understanding Community Public Art Program

This agreement made the \_\_\_\_ day of \_\_\_\_\_ 201x

Between:

CITY OF KELOWNA  
a municipal corporation having its offices at 1435 Water Street,  
Kelowna, British Columbia V1Y 1J4

(the City)

And:

*name and address of sponsoring organization*

(the Sponsor)

Whereas:

- A. The City has established a Community Public Art Program and requested proposals for Community Public Art projects for 201x;
- B. An evaluation panel has recommended the proposal (the Proposal) submitted by the Sponsor for *name of project*: (the Project), as a Community Public Art Project for 201x; and
- C. City Council has approved the recommendation of the evaluation panel to fund the Project from the Community Public Art Program;

Therefore:

The Memorandum of Understanding (MOU) set out herein between the City and the Sponsor stipulates the terms of the Project including responsibilities of the respective parties, identification of deliverables, and a timeline for completion of principal tasks.

This MOU can be amended at any time by written agreement of the City and the Sponsor.

*name of sponsoring organization* will:

- a) provide documentation to the City verifying that the Sponsor is a registered British Columbia Society in good financial standing and that it has the authority, by resolution of its directors to enter into this agreement;
- b) demonstrate proof of insurance, satisfactory to the City, prior to commencing work on the Project;
- c) abide by all applicable by-laws, statutes, ordinances, and regulations of any governmental agency having jurisdiction over the Project or the site;
- d) not assign or transfer any interest in this agreement or the Project without the prior written consent of the City;
- e) indemnify and hold harmless the City and its personnel from all actions, proceedings, losses, expenses, and costs arising out of, or in any way connected with the Sponsor's use of and presence on the site, the construction of the Project, failure by the Artist and/or Sponsor to pay for labour and materials, contamination of the site resulting from the Project, breach or default by the Artist and/or Sponsor under this agreement, or any wrongful act, omission, or negligence of the Artist and/or Sponsor;
- f) provide verification that matching support in the amount of \$xxx has been applied to the Project;
- g) invoice the City for all funds payable by the City pursuant to this agreement to a maximum of \$xxx;
- h) pay on a timely basis, the Artist, all suppliers, and any other providers of services and/or materials associated with the Project;
- i) manage the Project and the work of the Artist to ensure that the timelines as outlined in Appendix A are met;
- j) provide interim and final reports and any other documentation to the City as set out in Appendix A and to otherwise communicate on a timely basis with the City regarding the progress of the Project;
- k) facilitate access to the Project site or other locations where Project work is being done, for City staff; and
- l) create original artworks and not infringe upon any copyright.

The City will:

- a) upon receipt of an invoice and satisfactory progress reports, pay to the Sponsor the amounts specified in Appendix A provided that there is full compliance with all of the other terms of this agreement;
- b) at its expense, prepare, and install at the site a plaque or other means of identifying the Artist, the Sponsor, the title of the artwork, the year of completion, and any other pertinent project-related information.

The parties also agree that:

- a) all reports will be in digital format. Additionally, if any report is deemed incomplete by the City, it will not be accepted by the City, and the City will notify the Sponsor immediately of the changes required to complete the report;



- b) any communication by the Sponsor with the public, including any media organization, with regard to the Project must have approval of the City;
- c) the City will have the right to alter, remove, or relocate the completed artwork;
- d) the City will maintain the completed artwork in good repair and may consult with the Artist, Sponsor, and/or a professional conservator in making its decisions regarding maintenance;
- e) the Artist and the Sponsor are independent contractors and are not employees or agents of the City and as such are not entitled to employment-related benefits from the City;
- f) if the Sponsor violates or fails to comply with any provisions of this agreement, the City may give the Sponsor notice of default. If the default is not rectified to the City's satisfaction within the time specified in the City's notice, the City may, by giving one week's notice, terminate the Artist's and Sponsor's rights under this agreement. The notice of termination may require removal of the Project and restoration of the site at the Sponsor's expense, or alternatively, the transfer and delivery of the artwork or work in progress to the City.
- g) upon completion or termination of the Project, ownership of the artwork will be transferred to the City and the Sponsor will sign a transfer document to this effect;
- h) copyright in the completed work will be held by the City; and
- i) All communication regarding the Project will be through:
- *title of sponsoring organization's contact*
  - Cultural Services Branch, City of Kelowna, #105 - 1014 Glenmore Drive, Kelowna, BC V1Y 4P2

The signatures below confirm that both parties understand and agree to the terms set out herein.

**ACKNOWLEDGED AND AGREED:**

*name of sponsoring organization:*

Date: \_\_\_\_\_ Authorized Signatory: \_\_\_\_\_

Print name: \_\_\_\_\_

By the City of Kelowna:

Date: \_\_\_\_\_ Authorized Signatory: \_\_\_\_\_

Print name: \_\_\_\_\_

## APPENDIX A TIMELINES AND DELIVERABLES

### PHASE 1: Upon execution of this agreement:

*amount* to be paid by the City to the Sponsor upon receipt from the Sponsor of:

- a) verification that matching support in the form of cash and/or in-kind donations is in place;
- b) proof of insurance;
- c) proof of incorporation as a Society;
- d) a copy of the Sponsor's most recent Society Act Form 11 Annual Report or other evidence that the Sponsor is in good financial standing; and
- e) a copy of a resolution from the Sponsor authorizing execution of this agreement.

### PHASE 2:

By *date*, the Sponsor will provide to the City a progress report including:

- a) a budget including expenditures to date, cash and in-kind donations received, as well as projected expenditures, and cash and in-kind donations;
- b) a summary of public participation to date, including the number of people involved, and a description of tasks completed by participants including photographic documentation.
- c) an invoice for *amount*.

Upon receipt and acceptance of the progress report, the City will pay the Sponsor \$*amount*.

### PHASE 3:

By *date*, the Sponsor will complete the project and provide to the City a final progress report including:

- a) photographic documentation in digital format of the completed artworks;
- b) a final financial report indicating all revenues and in-kind donations, and expenditures;
- c) a summary outlining how the outcome has met the Project objectives outlined in the proposal; and
- d) a final invoice for *amount*.



APPENDIX D  
REPORT FROM THE CULTURAL SERVICES MANAGER SEPTEMBER 26, 2012

YEAR	DETAILS	ARTS, CULTURE & HERITAGE GRANTS		COMMUNITY PUBLIC ART GRANTS
		OPERATING	PROJECT	
2010	\$ available	\$80,000	\$70,000	\$10,000
	# of applications	15	28	3
	\$ requested	\$133,200	\$292,274	\$16,000
	# of grant awards	12	15	2
	\$ total awards	\$77,500	\$67,500	\$6,500
2011	\$ available	\$110,000	\$70,000	\$10,000
	# of applications	21	22	2
	\$ requested	\$177,700	\$134,825	\$14,500
	# of grant awards	16	12	2
	\$ total awards	\$95,200	\$70,000	\$10,000
2012	\$ available	\$110,000	\$70,000	\$15,000
	# of applications	20	24	2
	\$ requested	\$186,370	\$141,488	\$17,500
	# of grant awards	18	17	2
	\$ total awards	\$110,000	\$70,000	\$15,000
2013	\$ available	\$111,500	\$65,000*	\$15,000

\*subject to Council approval through budget process



This agreement dated September 1, 2012

**Memorandum of Understanding  
between**

**City of Kelowna Cultural Services Branch (CSB)  
#105 - 1014 Glenmore Drive  
Kelowna, BC V1Y 4P2  
Attention: Sandra Kochan, Cultural Services Manager**

and

**Central Okanagan Foundation (COF)  
#217 - 1889 Springfield Road  
Kelowna, BC V1Y 5V5  
Attention: Cheryl Miller, Grants Manager**

To adjudicate and administer the  
~~City of Kelowna 2013 Arts, Culture, Heritage Operating Grants Program ('Operating Grants')~~

and

**City of Kelowna 2013 Community Festivals, Events & Project Grants Program ('Project Grants')**

To ensure the successful administration of the Operating and Projects Grants programs, agreement is hereby established between the City of Kelowna Cultural Services Branch and the Central Okanagan Foundation as follows:

1. The term of this agreement will be September 1, 2012 to August 31, 2013.
2. COF will:
  - a) In consultation with CSB, recruit up to six people and at least one alternate for each grant advisory committee (one committee for Operating and one for Project) to adjudicate the grant applications and make recommendations for grant awards. Each committee will include a member from outside the Okanagan Valley area, based on a recommendation from CSB.
  - b) Facilitate an orientation session for each grants advisory committee member and provide a manual outlining the process and how the grants are to be evaluated. The orientation session is tentatively scheduled for November 20, 2012.
  - c) After the grant application deadline of December 7, 2012, in partnership with CSB review submitted grant applications to determine that enough information is in the application for the grants advisory committees to make an informed and responsible decision. If minor gaps are identified, CSB staff will contact applicant organizations to offer them an opportunity to fill in the gaps/ answer questions.
  - d) Provide to each committee member an evaluation package containing an agenda, assessment tool and vetted applications for review. The date for pick-up of evaluation packages to committee members is December 17, 2012.



- e) Convene and facilitate a meeting of each committee to review each application as a group and formulate recommendations for grant awards. Meetings are tentatively scheduled for January 15 (Operating) and January 16 (Project), 2013. Costs and expenses associated with the grants advisory committee meetings are to be paid by the COF.
- f) Ensure that comprehensive minutes are recorded by a qualified minute taker/ transcriber at each grants advisory committee meeting, documenting the discussion and rationale for recommendations. Any costs associated with recording of minutes are to be paid by the COF.
- g) Prepare minutes from each grants advisory committee meeting for distribution to and approval by the grants advisory committee members. Upon approval by the committee, the minutes will be provided to CSB.
- h) Support CSB staff in the preparation of a report to Kelowna City Council containing the grants advisory committees' recommendations for awarding or declining grants, with summary information about each of the successful applicants/projects. The Council Report is tentatively scheduled for Monday, February 4, 2013 and will be presented by CSB staff.
- i) Return all the original grant applications submitted in the current year to Sandra Kochan, Cultural Services Manager, City of Kelowna.

3. CSB will:

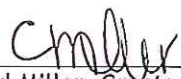
- a) Prepare, post and promote Operating and Project Program guidelines and applications.
- b) Organize and facilitate information workshops for interested grant applicants. The workshops are tentatively scheduled for October 10/11, 2012.
- c) Be the primary point of contact for inquiries from grant applicants prior to the application deadline of December 7, 2012.
- d) Upon completion of the grants advisory committee adjudication process and receipt of the committee minutes, inform grant applicants in writing of the committees' recommendations pending approval by City Council.
- e) Upon approval by City Council, facilitate payment of grant awards to successful applicants by February 28, 2013.
- f) Be the primary point of contact for any applicants seeking more information about the adjudication process or the committees' recommendations.
- g) Track and manage submission of final reports, per the Operating and Project guidelines.

4. CSB will pay \$10,000.00 inclusive of any applicable taxes to COF to adjudicate the 2013 Operating and Project Grants Programs. Payment will be made upon receipt of an invoice from COF after completion of the adjudication process and report to council. Costs and expenses, up to \$1,500, associated with the participation of grant advisory committee members from outside the Okanagan Valley will be paid by COF. Any costs and expenses exceeding \$1,500 for out-of-town committee members will be paid by CSB.

5. Both parties agree that it is their intention to receive and adjudicate applications, and disburse both Operating and Project Grants by February 28, 2013 and will cooperate to this end.

6. This agreement may be renewed, with amendments as needed, for future years.

We agree to the terms and conditions outlined in this Agreement.

  
 Cheryl Miller, Grants Manager  
 Central Okanagan Foundation

Sept. 11. 12  
 Date

  
 Sandra Kochan, Cultural Services Manager  
 City of Kelowna

Sept 11, 2012  
 Date