



# Member Group Grants Funding Policies and Guidelines

## For All Applicants

The underlying philosophy of Nelson and District Arts Council funding is that funds should be allocated in a manner that benefits the community. In general, funds are meant to encourage new, original creative work, or professional development that advances the skill set of the artist.

## Eligibility

1. To be eligible for funding, the primary emphasis of proposals must be artistic, cultural or heritage.
2. Applicant Groups must operate in the Nelson and District, areas E or F.
3. Applicant Groups must be a member in good standing of the Nelson and District Arts Council.
4. Projects must contain new, original creative work, or professional development that advances the skill set of the artist.
5. Eligible expenses:
  - a) cost of materials
  - b) subsistence of the artist (living expense)
  - c) payment of other artists in the production of the work
  - d) travel expense
  - e) equipment rental
  - f) equipment purchases \$200.00 or under
  - g) promotional expenses are eligible only as part of a project

## **Ineligible Requests**

The following are not eligible for funding support through NDAC funding:

1. Projects with unbalanced budgets.
2. Ineligible expenses:
  - a) retroactive funding (any project activities/expenses incurred prior to application)
  - b) creation of commissioned work
  - c) developing instructional work intended as a source of income
  - d) purchase of equipment over \$200.00
  - e) capital costs
  - f) promotional expenses unless part of a project
  - g) business operating expenses.

## **Application Forms**

1. There are separate application forms for individual members and group members. Your project proposal must be submitted in the category you are applying for.
2. Send in application electronically. If that is not possible, print legibly in black or dark blue ink/type. Your application form is scanned for members of the Board. If it isn't legible, it may not be considered.
3. Answer all questions on the application form. Complete the budget form (make sure it is balanced). Sign the application. Please designate one person as the contact person who will be responsible for the project throughout.
4. Section IV -
  - a) Describe your affiliation with other local or provincial groups or associations, if any. ie parent organizations, memberships in other organizations, partnerships with other organizations.
  - b) Have you received an NDAC member grant in the past? If so, describe.
  - c) Describe your project for this application and how it will affect you as an artist.

5. Section V - please sign and date the Declaration.

## **Budgets**

1. Budget should be reasonable and appropriate to the scale of your project. Only include revenues and expenses which relate to the specific project as described in your application. It is helpful to estimate/research your project expenses first as this will give you a sense of the revenues you will need to complete your project. The budget includes items relating to all artistic disciplines. Please fill out only those that apply to your project.

Do not include ineligible activities or expenses within your project or budget.

2. Both revenues and expenses must be completed with the understanding that the figures are estimated and dependent upon receiving funding.

3. Budgets must be balanced (expenses = revenues).

4. Include the requested grant amount from NDAC on your budget revenue on the line provided.

5. In-kind donations may be included on your budget to show community support. These are listed under "Contributed Services" in the Revenues section. Corresponding amounts must be listed in the Expenses section.

## **Submission Requirements and Deadlines**

Original application forms (and any attachments) must be received before the application deadline. **Late applications will not be accepted.**

This is a quarterly granting opportunity. Members will be able to apply for grants throughout the year until the funds have been depleted. Application deadlines are March 31, June 30, Sept 30, Dec 31.

Mail completed applications to: Nelson and District Arts Council, PO Box 422, Nelson, BC, V1L 5R2

Successful applicants will be notified 4-6 weeks after their submission.

All funded projects must acknowledge the Nelson and District Arts Council and British Columbia Arts Council in all promotional and written materials relating to the funded

project.

If you have any questions about the application process, eligibility or how to fill in your application form and/or budget, please contact: [info@ndac.ca](mailto:info@ndac.ca).

Funded by:



BRITISH COLUMBIA  
ARTS COUNCIL  
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