

CCACS GRANTS: INFORMATION & GUIDELINES

The Central Cariboo Arts and Culture Society (CCACS) promotes and supports arts and culture and the creative impulses necessary for their development in the Central Cariboo. In 2009, the Cariboo Regional District developed an [arts and culture function](#), passing a bylaw allocating tax revenue to arts and culture within the Central Cariboo region (City of Williams Lake and CRD Areas D, E, and F). The CCACS was formed in 2010 as a BC registered non-profit society, with a mandate not only to administer this function, but also to serve the many existing independent cultural organizations and events, and to facilitate the development of arts and culture in the central part of the region. By doing so, the CCACS provides an accountable, transparent, and neutrally administered process for the arts and culture function and the allocation of the function's funds.

CCACS GRANTS

Four streams of grants are available for existing non-profit organizations or community groups in Williams Lake and the Central Cariboo (CRD Areas D, E, and F) to support and develop arts and culture initiatives within this region. The funding for these grants is courtesy of the City of Williams Lake and the Cariboo Regional District ([Central Cariboo Arts & Culture function](#)), subject to the availability of funds. Organizations may apply for grants in amounts between \$500 and \$3000.

The CCACS offers two grant application intakes per year:

- **SPRING intake:** The deadline is May 15th by 4:00pm for activities/projects taking place between July 1st and June 30th.
- **FALL intake:** The deadline is November 15th by 4:00pm for activities/projects taking place between January 1st and December 31st.

The four CCACS Grant streams are:

- **CO-CREATE GRANTS** provide funding to support **collaborative arts and culture projects that emphasize co-creation** between two or more organizations or between an individual and one or more organization(s). The goal is to foster innovative partnerships that bring together diverse perspectives to produce dynamic arts and culture programs, including workshops, performances, and community-centered events.
- **BRIGHT IDEAS GRANTS** are designed to support the creation of **brand-new arts and culture programs, offerings, and events** that enrich the cultural landscape and inspire community engagement. Funding is available for innovative initiatives that introduce fresh cultural experiences, aiming to enhance access to the arts, celebrate diversity, and foster creativity within the community.
- **AMPLIFY GRANTS** provide funding to support the **continuation and expansion of existing arts and culture programs that have previously demonstrated success and community impact**. The goal is to build on the strong foundation of these *programs, helping them reach new heights and broaden their positive influence within the community*.
- **ELEVATE GRANTS** provide funding to assist with **capital purchases** that support and elevate arts and culture initiatives. The aim is to enhance the capacity and quality of group activities or to support the execution of specific projects that benefit the broader community.

ELIGIBILITY

Applicants must be:

- Based and/or operating within the Central Cariboo region.
- Providing arts/cultural activities, programming, or events within the Central Cariboo region.
- Either an established community group or non-profit organization, an Indigenous Government, Friendship Centre, or Métis Chartered Community.

Please see Adjudication Criteria on page 3 for further details. For a list of previously funded organizations and activities, please visit centralcaribooarts.com/previous-recipients/

Awards are not available for:

- General operations.
- Projects, activities or events that are secondary to other purposes (such as fundraising, religious or private celebrations).
- Start-up costs or seed money.
- Fundraising.
- Projects, activities, or events that have a deficit budget.
- For-profit entities.
- Entire project, activities, or event budgets.

APPLICATION PROCESS

- Applicants are encouraged to contact the CCACS Executive Director to ensure that their activities, projects, or events and organization are eligible for support prior to completing an application form. A [Frequently Asked Questions](#) section is available on our website, along with a [sample budget](#).
- Applicants are required to complete the application form for the specific grant stream in which they are applying and to submit all requested support material. The form and the support material are essential to the evaluation process. Application forms may be found on the CCACS website (centralcaribooarts.com) or by request from the Executive Director.
- Applicants should complete the application form as accurately as possible, add separate sheets where necessary and take careful note of any additional materials requested. Each section must be complete when the application is submitted. The [latest version of Adobe Acrobat](#) is required to digitally complete the form. Please ensure the application form is downloaded and saved to your computer prior to entering any information. If opened and completed in your internet browser, any information entered may not be saved.
- **Applications must be received at info@centralcaribooarts.com no later than 4:00pm on either May 15th for the SPRING intake or November 15th for the FALL intake.** It is the applicant's responsibility to ensure the application is complete and on time. Hard-copy submissions (single-side printed) may be submitted to the address on the letterhead by the deadline. Late or incomplete applications, or applications that fail to meet eligibility criteria, will not be brought forward to the adjudicators for assessment, regardless of the postmark date. We strongly recommend that applications be submitted in advance of the deadline so staff may review for eligibility.

ADJUDICATION

Applications for grants are adjudicated by panels made up of CCACS Directors and members of the arts and culture community who recommend to the CCACS Board which applications should be supported and the dollar amount of that support. Each panel is chaired by a CCACS Director and/or the Executive Director. The role of the Chair is to provide information, manage the process and record the panel's decision. The Chair does not make a judgment on the applications. Awards will be made by the Central Cariboo Arts and Culture Society, subject to the availability of funds from the City of Williams Lake and the Cariboo Regional District via the Central Cariboo Arts and Culture Function.

ADJUDICATION CRITERIA

General Criteria for all CCACS Grants:

- Does the proposed activity, project, or event contribute to the health and vitality of arts and culture in the Central Cariboo (City of Williams Lake and CRD Areas D, E, and F)?
- Is the activity, project, or event taking place within the Central Cariboo?
- Can the proposed activity, project, or event be completed within one year (between July 1st and June 30th for the Spring intake / May 15th deadline, or between January 1st and December 31st for the Fall intake / November 15th deadline)?
- Is the budget reasonable and does it show some financial or in-kind contribution by the applicant?
- If the applicant was a previous CCACS grant recipient, did they comply with all applicable conditions attached to that grant?

Individual CCACS Grants Criteria:

CO-CREATE GRANTS

Eligible projects should prioritize the creation of new, engaging, and inclusive cultural experiences that enrich the community. The funding is designed to support the planning, development, and execution of arts programs, with a focus on projects that are rooted in active partnership, shared creative processes, and meaningful community engagement. Projects may include a wide range of art forms, such as visual arts, music, dance, theatre, digital media, and traditional cultural practices.

Successful applicants will demonstrate how their proposed project will benefit both the participating partners and the wider community, fostering access to the arts, skill-building opportunities, and a platform for creative expression. Applications will be evaluated on a successful description of their project and outlined collaboration, community impact and engagement, co-creation and shared creative processes for successful outcomes, skill building and capacity development, and innovation and sustainability.

BRIGHT IDEAS GRANTS

Eligible projects may include new exhibitions, performances, festivals, workshops, and other cultural events or programs. The grant seeks to support programs that are in the early stages of development and that demonstrate a strong potential to impact the community positively. This funding is intended

to provide the necessary resources to launch these initiatives, enabling them to reach a broad audience and contribute to the vibrancy of the arts and culture sector.

Applications should highlight how the proposed project will engage the community, encourage participation, and offer unique cultural experiences. Priority will be given to projects that involve local artists, integrate community voices, and create opportunities for learning and creative expression. Applications will be evaluated on a clear description of the project concept and outlined innovation, community engagement and participation, cultural impact and diversity, creative expression within the proposed activities and learning opportunities, and potential for growth and sustainability.

AMPLIFY GRANTS

Eligible projects include established programs, workshops, events, or cultural offerings that have already proven successful in engaging audiences and fostering arts and culture appreciation. Funding is intended to support efforts to enhance, scale, or diversify these offerings, allowing them to reach a wider audience or introduce new elements that deepen the community's experience.

Applicants should demonstrate how their program has previously achieved its goals, highlighting outcomes and feedback from past participants or partners. Additionally, proposals should outline the next steps for growth, describing how the requested funds will be used to elevate the program's reach, quality, and impact. Priority will be given to projects that have a clear plan for sustaining the expanded offerings and that continue to align with community needs and interests. Applications will be evaluated on a clear description of the program and demonstrated success in the community, community engagement and measured growth, enhancement and expansion plans, impact and sustainability, and evidence and evaluation of the program's needs and potential.

ELEVATE GRANTS

Eligible projects include the acquisition of equipment, technology, or other capital assets that directly contribute to the improvement and expansion of arts programs, workshops, and events. Funding may be used for purchases that provide necessary tools for artistic creation, or enhance the delivery of cultural experiences, such as special medium equipment, computer equipment, or other resources critical to the success of a project.

Applications should demonstrate how the capital purchase will contribute to the growth, quality, and sustainability of the program or project or activities. Proposals should highlight how the investment will enable more impactful group activities, facilitate new or improved creative processes, or provide a lasting benefit to the organization and the community it serves. Priority will be given to projects that clearly outline the potential long-term impact of the capital investment on their work and the communities they engage. Applications will be evaluated on a clear project overview, community impact as a result of the acquisition, potential innovation and enhancement, accessibility and inclusion, and sustainability.

ADDITIONAL OPPORTUNITIES:

CREATE/SPACE ARTS AND CULTURE INITIATIVE

This initiative is evaluated throughout the grant adjudication process without using grant funds. It offers an in-kind space designation, providing up to 200 hours for successful applicants to host offerings, workshops, or projects that are open and accessible to the public.

This initiative is designed to provide funding to individuals, groups and organizations wishing to **host and deliver arts and culture events or offerings through a workshop format** that are **open to the public** (not to closed membership) **at the Central Cariboo Arts Centre**. Recognizing the vital role that these activities play in enriching cultural experiences and fostering community engagement, this grant aims to alleviate financial barriers associated with rental costs for our venue.

Eligible applicants include arts and culture-based non-profit organizations, community groups, and artists seeking to organize workshop events aiming to educate encourage and facilitate public/community engagement in arts and culture activities. This grant does not apply to internal group or membership activities. Funding can be used to cover rental fees for CCACS facilities and necessary CCACS equipment that enable the successful execution of these activities (Note: Event insurance is not eligible to be refunded through this program and would need to be acquired regardless).

Applications should clearly outline the objectives of the event, the target audience, and the expected impact on the community. Preference will be given to projects that promote inclusivity, collaboration, and accessibility, ensuring that a diverse range of participants can benefit from the offered experiences. Applications will be evaluated on a clear outline of the potential offering and its objectives, community engagement and accessibility, collaboration and participation, impact and benefits of the program, and a description of outreach and promotion.

This funding represents in-kind space rental sponsorship for the above listed activities and cannot be transferred to program dollars or used for other locations.

CONSIDERING CULTURAL CONTEXT

In 2019, the CCACS Board adopted Guiding Principles for Collaborating with Indigenous Peoples in CCACS Programs and Projects and made a commitment to administer programs and projects in accordance with the standards and principles of the [United Nations Declaration of the Rights of Indigenous Peoples](#) (the Declaration). The CCACS supports the Province of British Columbia in its commitment to fully adopt and implement this important document, and follows the BC Arts Council in their considerations of cultural context.

In consideration of this commitment, all applicants and adjudicators should contemplate a variety of factors around cultural context when submitting a funding application to the CCACS. Not all considerations will apply to all applications.

The CCACS' Guiding Principles are:

- The Board of Directors and CCACS staff respect the culture, diversity and unique interests of Indigenous peoples in the Central Cariboo, and support their inclusion and participation in all programs, activities and facility use.
- The CCACS will collaborate with Indigenous peoples to the best of its ability and availability of resources. Collaboration will be intended to directly support Indigenous arts and culture and may reflect the past, present and/or future of Indigenous peoples in the geographic area it serves.
- CCACS programs and funded projects will exclude any type of cultural appropriation of Indigenous art or culture. This includes the use of cultural forms, aesthetics or iconography removed from their social, political and cultural roots.
- Grant applications involving Indigenous culture or knowledge, where appropriate, must include written permission from the relevant Band or Indigenous community.

Please also consider that cultural appropriation can also occur when there is insufficient credit given to the sources of any artistic and cultural work. Cultural appropriation diminishes access and reduces the opportunity for artists from Indigenous and diverse cultural communities to tell their own stories. (BC Arts Council).

CONDITIONS OF FUNDING

- All funding is subject to the availability of funds.
- Successful applicants must publicly acknowledge the support of the Cariboo Regional District and City of Williams Lake via the Central Cariboo Arts and Culture Society on all promotional materials, advertising, and programs related to the activities, event, or project being funded. Acknowledgements must be approved by the CCACS Executive Director prior to usage. This is an important condition of receiving a grant because it informs the public of sources of support, and encourages public support for public funding of the arts.
- Grants may only be used for the purposes outlined in the application. Material changes to the nature or scope of the activities, event, or project must be reported to CCACS in advance to the changes, and may require approval by the CCACS Board. In such cases, CCACS may require full or partial repayment of the grant. Grant recipients who may not be able to complete their activities, event, or project within the one-year time period must also promptly notify CCACS. Grants must be repaid in full to the Cariboo Regional District if the grant recipient ceases operating or dissolves prior to completion of the activities, project, or event.
- CCACS Directors and staff do their best to attend client activities, projects, and events. Grant recipients are required to send to the CCACS any information on public performances or events presented in the context of their grant-supported activities, projects, or events. This information should be mailed/delivered or e-mailed to the CCACS Executive Director. The Executive Director will also ensure your information is advertised through the CCACS website and Facebook page, and any posters provided will be posted at the Central Cariboo Arts Centre. We want to see your events or activities well-attended, and are happy to support your advertising efforts by sharing to our network

- Grant recipients are required to file a CCACS Grant Report with the CCACS within two months of the activities, project, or event's completion, using the reporting template available on the CCACS website or by request from the Executive Director. Applications for future grants will not be considered until reports on previous grants have been received and approved by CCACS. These reports help us to evaluate the achievements of Arts and Culture Function funded activities in the community; monitor the effectiveness of our grant programs; and report to stakeholders how funds are spent. Any reporting may be shared with the appropriate committee(s), board(s), Cariboo Regional District and/or City of Williams Lake staff, and consultants. General information about awarded grants and reporting, including photos/media, may also be shared with the public and/or used for promotional purposes.
- **Failure to adhere to the conditions of funding will have an adverse effect on the applying organization's future applications to the CCACS Grants Program, and may result in ineligibility.**

FURTHER INFORMATION

Applicants, specifically new applicants, are encouraged to contact CCACS before filling out the application. We also offer Grant Information Sessions – please check our calendar of events, website, or contact the Executive Director for dates.

For further information on CCACS grants, contact CCACS Executive Director at:

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90 Fourth Avenue North, Williams Lake, BC V2G 2C6
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