



### **Cowichan Valley Performing Arts Foundation - Funding Guidelines**

The Cowichan Valley Performing Arts Foundation is intended to increase access to professional, quality instruction in the performing arts to those children facing social and financial barriers. In order to receive funding from the Cowichan Valley Performing Arts Foundation, the following criteria apply:

1. The applicant must be 18 years old or younger at the time of application;
2. Applicants younger than 16 must have a parent or guardian apply to the Cowichan Valley Performing Arts Foundation on their behalf;
3. Schools and/or community organizations may apply and will be considered only if any budgeted funds remain unallocated following consideration of all individual applications;
4. Availability of funding is limited and is dependent upon the financial health of the Cowichan Valley Performing Arts Foundation. Some applications may only be partially funded or declined;
5. The applicant may receive funding up to a maximum of \$500.00 (including taxes) per calendar year;
6. Applicants may apply to the Foundation more than once throughout a calendar year. To receive funding for programs commencing February, the deadline for applications is January 15th. To receive funding for programs commencing October, the deadline for applications is September 15th. In exceptional circumstances, the Foundation may consider applications outside of regular funding intake schedules/deadlines.
7. The applicant must be endorsed (using the Adult Endorsement Form) by a recognized adult third party who is not a relative and who is able to verify the financial need of the applicant;
8. Application forms must be complete to be considered;
9. Applications must include a description of the creative and/or artistic element of the program and/or activity for which funding is being requested;
10. The program and/or activity must be offered through an established, professional organization, or licensed teacher/instructor;

11. A points-based system will be used to score each application according to the following criteria:

a. Overall presentation (30 points) *The Foundation typically receives more applications than can be fully funded; complete applications with compelling descriptions of need will be favourably considered.*

b. Financial need (35 points) *Documentation encouraged but not required.*

c. Willingness to volunteer (15 points)

d. Service provider is a member (10 points available)

e. Letters of reference from teachers/instructors/others confirming the applicant's overall commitment/desire to participate (10 points available)

12. Funds will be dispersed directly to the organization or instructor providing the program and/or activity;

13. Costs associated with participation including equipment, supplies, festival costs, etc., are eligible for funding;

14. Priority funding may be given to payment of participation/registration fees;

15. Successful applicants should be aware that the studio/service provider may be contacted to verify the applicant's participation in and attendance at the program for which funding was provided.