

# Culture Quest Application Guide

## Are you considering applying for Culture Quest funding for a project?

We've prepared this guide to help you through the application process.

## Application checklist

### Step 1: Determine whether your project is eligible for this fund.

- Are you a Yukon-based group, organization or resident? (Residents should have been living in the Yukon for at least one full year).
- If you received past Culture Quest funding, was it in a prior fiscal year?
- Is your project starting after the deadline? (Please note it will take 6-8 weeks from intake date for notification and up to 12 weeks for payment if approved).

### Step 2: Prepare information for your application.

- Read the [funding guidelines](#)
- How does your project fit within one or more of our Culture Quest objectives? Can you show how your experience and skills will see the project to completion? (Examples of past projects, CV, etc).
- Are your planned expenses eligible for Culture Quest funding?

*Once you've prepared information, it's time to fill out the application form!*

### Step 3: Complete and submit the application form.

Use the application guide on the following pages to help you complete your application.

- Complete page 1-2. Attach additional pages if needed.
- Complete the budget on page 3. Make sure your revenues and expenses are equal.
- Complete and sign page 4 (digital signatures are ok).
- Include any documents to support your application.

*Have questions? Contact the **Fund Administrator** at [culturequest@kiac.ca](mailto:culturequest@kiac.ca) well in advance of the deadline, so that they may give you feedback.*

### Some extra tips for a great application:

- **Be specific:** The more you can demonstrate how thoroughly things have been planned, the better. Have clear vision and intent.
- **Be concise:** Try to keep your application package under 8 pages, excluding letters of support.
- **Be selective:** Select examples of your work or past projects ones that best represent what you do, and that are most relevant to your new project
- **Be considerate:** When involving and collaborating with other individuals, institutions or groups, obtain proper permissions and follow protocols, wherever applicable.
- **Have a contingency plan:** This is especially important for events and projects that might be canceled, postponed or altered due to unforeseen circumstances (such as covid-19, bad weather, travel restrictions or other variables).

## How to fill your Application

Use the following guide to help you complete each section of the application.

### Section 1: Application Information

Make sure that the person listed is the **main contact for the project**. If approved, cheques will be mailed to the provided address, so make sure it is correct.

### Section 2: Project Summary

Include 1-2 sentences to briefly explain the project. Include what the project is, who it's for, what community it's held in, etc.

**Project Dates:** Select the dates for the start and finish of your project. **The fund won't cover expenses that happen before or after start and end dates.** Make sure dates include enough time before and after for prepping and wrap-up. For example, if you were to order materials before the project starts, make sure you

account for this time.

The selection and payment process may take **up to 8-12 weeks** from the intake deadline. If you are requiring funds to start your project, please take this into consideration.

**Amount requested from Culture Quest:** This should match the budget on page 3 with a maximum of \$10,000 .

### **Section 3: Applicant Summary**

Tell us about yourself! What skills, resources, experience, and knowledge do you have to make the project happen? If you are applying on behalf of an organization, tell us about it! What's the mandate? How will the organization complete this project?

Examples of past projects or an applicant CV can support the information in this section. Feel free to attach additional documents.

### **Section 4: Project Description**

Feel free to attach 1-3 extra pages (in .word or .pdf format) for this section. Include all information about your project, for example:

- Description of the proposed activities
- What inspired this project
- Description of how this project will engage your community
- List of partners you will be working with
- A project timeline

### **Section 5: Funding Objective**

Tell us about how your project fulfills AT LEAST ONE of the following:

**Objective 1: Project supports First Nations, Métis and Inuit expression of art, in relation to cultural practices.**

Examples include:

- projects within cultural festivals and gatherings
- song revival, story-telling, regalia, traditional dancing,
- other activities which involve public appreciation or engagement.

**Objective 2: Support the continued growth and development of creation,**

**performance, or presenting capacity in the cultural sector, particularly in underserved communities or sectors.**

Examples include: developing a performance circuit or a curated presentation space, or providing workshops for underrepresented communities.

**Objective 3: Support opportunities for artists to create projects that explore and develop ties between contemporary art and their own cultural heritage or history.**

Examples include: using a contemporary art form to express, interpret, explore, or study **one's own heritage** stories and/or cultural history.

**Objective 4: Support Yukon artists to prepare their existing work for the national or international stage, or respond to a significant national or international online opportunity.**

Examples include:

- mounting or rehearsing an existing production for a national tour
- preparing for a national cultural event such as cultural contingents for major sporting games, Northern Scene, etc.
- responding to a significant national or international online opportunity.

Note: Objective #4 does not replace the [Touring Artist Fund](#), but enables artists to prepare existing works for world class opportunities outside of Yukon. If you are unsure if you should apply to the Touring Artist Fund first, contact the fund administrator.

## **Section 6: Project Budget**

Complete the budget form using a PDF reader (such as Adobe Acrobat), or by printing and scanning. If you have technical issues with the form, please let the Fund Administrator know and they will be happy to assist.

The budget you provide helps support your project's feasibility. You may also submit a detailed budget to supplement your application, but the provided form is sufficient. Ensure expenses and revenues on your budget form are equal.

### **Tips for completing the Expenses:**

Enter one category of expense per line and a brief description in brackets next to each of them. When entering expenses include details, such as daily or hourly rates.

**Example:**

- Accommodation (\$200.00/night for 3 nights +GST) = \$630.00
- Art Supplies (paint, paintbrushes, canvas, watercolours, paper) = \$500.00
- Catering (\$20 per person x 25 ppl) = \$500.00
- Venue Rental (In-Kind contribution, \$250.00 per day) = \$250.00

For per diems and travel costs, a good frame of reference is the [Yukon Government posted rates](#).

**In-Kind Donations**

Letters of support to confirm in-kind donations are recommended. Examples of in-kind donations include:

- utilizing a performance space or studio for free
- donations of materials or tools by an institution or individual
- donation of services like sound technician or photographer, etc.

There are two important things to remember about in-kind goods and services:

1. In-kind goes in as revenue and comes out as an expense at the same amount
2. Dollar amount should represent the fair-market value of the in-kind goods or services

**Revenues:**

The maximum amount that may be requested from Culture Quest is \$10,000. Include all other sources of funding, such as grants, fundraising and in-kind contributions, even if they are unconfirmed.

**Want some support? CONTACT YOUR FUND ADMINISTRATOR!**

We're here to answer questions and provide feedback for your application. Make sure you contact us with enough time prior to the deadline to complete your application.

Once the deadline passes, applications can no longer be modified. Incomplete applications will not be considered.

Contact the Fund Administrator at [culturequest@kiac.ca](mailto:culturequest@kiac.ca)