

GROUND RULES & GUIDELINES for BCCF PROJECT FUNDING

Is there a dream project you've always wanted to do with your choir? Bring in a noted clinician? Have a voice teacher do a workshop on singing technique? Bring people together to do a Big Work? Do a workshop with a visiting choir? Host a Boys' Day? A Girls' Day? An "It's a Guy Sing" Day?

The BCCF has a strong team of Board members and other professionals always willing and able to assist you with the organization, publicity and management of a wide variety of choral events. These resources are available to you, as a BCCF member, by simply calling the BCCF office or contacting the Board member for your region.

However, from time to time, funds are also available to make an exciting project more accessible.

There are TWO categories of financial project assistance:



SPONSORED PROJECT

In **CATEGORY A**, a **DIRECT GRANT** is awarded to a BCCF member choir wishing to organize a choral project. The BCCF's financial involvement is limited to the amount of the grant, and the BCCF accepts no responsibility for any losses incurred by the project. If the event ends with surplus funds, the member choir undertakes to hold those funds, up to the full amount of the original grant, to organize another qualifying event within the next year. This way, if used carefully, the grant will be used as perennial seed money for similar events. Any surplus beyond the amount of the grant will belong to the organizing choir. The **BC CHORAL FEDERATION SPONSORED EVENT** logo will be used in all publicity and registration materials for the first and all subsequent projects funded in this way.



In **CATEGORY B**, a project is brought to the BCCF by a Board member and/or a member choir, and the BCCF agrees to take full financial responsibility for the event, including the possibility of a loss. All income will be deposited in BCCF accounts, and all payments will be made by BCCF cheques. Any choir undertaking a major organizational role will be given full credit as the HOST CHOIR. These projects are known as BCCF events or BCCF Regional events, and any surplus produced belongs to the BCCF itself. Applications can be made under Category B for events which look as if they will be self-supporting, but need the security of BCCF financial backup. This may be appropriate for a choir unwilling or unable to take even a slight financial risk, but VERY willing to work hard to make an event happen. If a specific amount of BCCF financial support is approved for a Category B grant, and is not actually needed because of the success of the venture, it will remain in BCCF accounts, but earmarked for future activity in that region. The regular **BCCF logo** (above) will be used on all publicity and registration materials.

THE PROCESS

APPLICATIONS for both Category A and Category B grants must be made on appropriate BCCF forms and brought to the BCCF Board or Executive by a Board member as far ahead of the anticipated project date as possible – preferably at least 6 months. Board members will coordinate applications from within their regions and may need to select the one(s) most worthy of support. BCCF Board meetings are in September, January and May. Please also allow for the fact that Board members are requested to submit their chosen projects to the BCCF office ahead of the actual meeting dates. The BCCF application form and the budget form must be fully completed.

THE BUDGET MUST BALANCE

ADJUDICATION of the applications may be completed at the Board meeting or may be referred back for clarification, adjustment or re-scheduling. The Board will evaluate projects in the light of funds currently available, balance of events across the province or the history of BCCF support within a region, plus many other possible considerations.

Modifications may be suggested – for instance, if there is an opportunity to join several workshops into a tour for one clinician, or if an item in the budget seems to be particularly low (or high), such as registration fees for participants. Applicants will be notified as soon as a decision has been made, and the appropriate BCCF logo will be provided for use on all publicity and registration material in both hard copy and electronic formats.

A FINAL REPORT must reach the BCCF office within **three months** of the event, using the BCCF form which has been designed to make this as complete as possible. The event can then be widely enjoyed via the newsletter, and the statistics can be used in future grant applications. The financial report should have the “actual” column filled in, so that the results can be seen clearly, and lessons learned for the future. There is a list of suggested items for the BCCF records (photos, publicity samples, etc) but please bear in mind that we want to keep only a THIN file on each project. A full list of registrants (original forms, printout or on floppy disk) is needed for the BCCF database.

GUIDELINES FOR PROJECTS TO BE CONSIDERED FOR FUNDING/SUPPORT

1. Must develop the BCCF's presence in your area.
2. Must be open to all members in your region, i.e. **NOT** restricted to one choir.
3. May make economic use of an existing structure,
for instance, adding a BCCF workshop to an already viable festival.
4. May be either conventional or innovative.
5. May be aimed at any part of the BCCF constituency:
singers, conductors, pianists, administrators, boards/committees, audiences
6. Must **NOT** be a capital project
7. Preference will be given to projects where funding is not available from other sources.
8. Choirs taking part together must be BCCF member choirs.

APPLICATION FOR CHORAL PROJECT FUNDING/SUPPORT



CATEGORY A - DIRECT GRANT

CATEGORY B - BCCF EVENT

Name of project _____

Proposed date of project _____

City / town _____

BCCF region _____

BCCF Board member endorsing this application _____

BCCF member choir willing to host/organize _____

Individual contact person for this project _____

Address _____

_____ Post-code _____

Phone _____ Fax _____ email _____

Give a brief description of the project:

How many people do you expect to be active participants? _____

How many others will be auditors or audience? _____

On behalf of the BCCF Member Choir named above, I undertake that we will run this event in accordance with the **BCCF GROUND RULES & GUIDELINES**

Choir President or responsible BCCF Board member

(Signature) (Print name) (Date)

Keep a copy of this form for your FINAL REPORT

BCCF Decision: APPROVED DENIED Date _____

PROJECT FINAL REPORT



This report must be received at the BCCF office within THREE MONTHS of the project completion date.

PLEASE ATTACH:

1. A copy of your original application form
2. A copy of your original budget forms with the ACTUAL columns completed
3. A short report on the project (one or two paragraphs) for the BCCF Newsletter
4. Sample of all printed materials generated
(registration forms, ads from local papers, reviews, etc)
5. A full list of participants, showing names, addresses, phone numbers, etc
(original forms, print-out or electronic medium are all acceptable)
6. Photos of the event, if possible

PLEASE COMPLETE:

- Number of people involved as participants _____
- Number of audience members or observers _____
- Names of participating choirs from which participants were drawn

CATEGORY 'A' APPLICANTS:

If your event resulted in a financial surplus, the amount up to the value of the BCCF grant must be used in the year ahead for another project which meets these guidelines. We look forward to your new application. Do you have any plans yet?

COMMENTS?

We would welcome your thoughts on this application process, the effect of this project on your community/choir, the most valuable aspect of the event, etc....

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