



# Town of Cochrane Policy

<b>Policy No.:</b>	<b>1203-01</b>
<b>Policy Title:</b>	<b>Arts and Culture Endowment Fund Policy</b>
<b>Approval Date:</b>	<b>May 14, 2007</b>
<b>Revision Date:</b>	
<b>Department:</b>	<b>Community and Protective Services</b>

## Policy Statement:

The Town of Cochrane recognizes that Arts and Culture provide social and educational benefits and contributes to a healthier quality of life in the Community. The Arts and Culture endowment Fund Policy provides citizens with an opportunity to access charitable monies for specific non-profit related initiatives.

### 1. Reason for Policy

- 1.1 The establishment of an Arts and Culture Endowment Fund will aid in the promotion of Arts programming initiatives in the Town of Cochrane.

### 2. Related Information

- 2.1 Town of Cochrane Strategic Plan (2007-2009), Action One: Integrating Cochrane's evolving identity through, policies, plans and legislation.

### 3. Definitions

- 3.1 **Endowment Fund** means an account that is invested to earn a return of growth of which a percentage of the account value is used each year for a specified charitable purpose(s).

### 4. Responsibilities

- 4.1. Town Council to:
  - 4.1.1 Approve by resolution this policy and any amendments to the policy.
  - 4.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.
  - 4.1.3 Approve on an annual basis the level of funding available from the interest earned on the principal amount of the Arts and Culture Endowment Fund.

- 4.1.4 Approve distribution of funding from the Arts and Culture Endowment Fund.
- 4.2 Chief Administrative Officer to:
  - 4.2.1 Approve and implement any procedures relative to this policy.
  - 4.2.2 Lead administration in carrying out the Arts and Culture Endowment Fund Policy approved by Council.
- 4.3 Director of the Department to:
  - 4.3.1 Ensure implementation of this policy and related procedures.
  - 4.3.2 Ensure that this policy is reviewed periodically.
  - 4.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.
- 4.4 Supervisor to:
  - 4.4.1 Understand, and adhere to this policy and procedure.
  - 4.4.2 Ensure employees are aware of this policy and procedure.
- 4.5 All Employees to:
  - 4.5.1 Understand and adhere to this policy and procedure.
- 4.6 Cultural Program Coordinator to:
  - 4.6.1 Implement the Arts and Culture Endowment Fund Policy and related procedures.


## **5. Exclusions**

- 5.1 Ineligible projects or activities are as follows:
  - 5.1.1 Sales, exhibitions or events held in commercial premises;
  - 5.1.2 Sustaining, operating or administrative expenses not associated with project or activity;
  - 5.1.3 Studies, plans or strategies;
  - 5.1.4 Conferences or professional development;
  - 5.1.5 Travel;

5.1.6 Building renovation or repairs;

5.1.7 Purchase of uniforms or specialized equipment not as a community asset.

**6. End of Policy**


	<h1>Town of Cochrane Procedure</h1>
<b>Policy No.:</b> <b>Policy Title:</b> <b>Department:</b>	<b>1203-01</b> <b>Arts and Culture Endowment Fund Policy</b> <b>Community and Protective Services</b>

**1. Appendix**

- 1.1 Criteria Appendix "A"
- 1.2 Process Appendix "B"
- 1.3 Application Form Appendix "C"
- 1.4 Sample Budget Template Appendix "D"

**2. End of Procedure**

**Approval**



Julian deCocq, C.A.O.

JANUARY 10 2008  
Date

1.1 Criteria

1.1.1 Arts and Culture Endowment Fund monies are available to non-profit organizations based within the Town of Cochrane’s corporate boundaries. Projects should:

- Stimulate appreciation of the creative arts and culture within the community;
- Build community support, increase membership, develop wider audiences or attract visitors;
- Contribute to artistic or cultural achievement within the community;
- Meet a specific community need in terms of a program or product that is not provided by the Town of Cochrane.  
Examples of eligible projects include:

- Festivals or Series pertaining to the creative arts and culture of the community;
- Performances (theatre, music, dance, poetry, literature)  
Exhibitions pertaining to creative arts and culture;
- Workshops or seminars on the subject of creative arts or culture;
- Demonstrations of the creative arts and culture;
- Educational programs or activities in the creative arts and culture;
- Community assets (examples include, but are not limited to staging, lighting tents, exhibition panels).

1.1.2 In order for a group or organization to be eligible for monies from the Arts and Culture Endowment Fund the following criteria must be met:

- The organization must be a registered non-profit society or group officially incorporated or registered for a minimum of one year under federal or provincial law. If the organization has not yet achieved this status they may apply under another registered non-profit-within the Town of Cochrane.
- The organization must be based within the Town of Cochrane’s corporate boundaries.
- One application per organization per year. (Appendix “A”)

- The project or event must be completed by end of the year that the Endowment monies were applied for.
  - 
  - The organization must demonstrate the following:
    - Membership;
    - Planning and Management;
    - Additional fund raising efforts;
    - A specific need for funds requested;
    - Level of financial stability;
    - Benefit of the project to the community.
- 1.1.3 Applications will be accepted one time for each calendar year. (Appendix “C”)
- 1.1.4 Organizations must have completed any required reports and or financial statements for projects that have previously received Town of Cochrane Arts and Culture Endowment Funding.
- 1.1.5 Funding Recipients must:
- Enter into a “Letter of Agreement” with the Town of Cochrane if the application is approved;
  - Agree that any project shortfalls or resulting ongoing funding requirements will be their responsibility;
  - Agree to recognize the Town of Cochrane’s Arts and Culture Endowment Fund contribution to the project in all related public information, printed material and media coverage.
  - Agree to provide the Town of Cochrane with a follow-up report on the project.
  - This report is to be received no later than 90 days following completion of the project and must include a budget summary.

## Appendix “B”

### 1.2 Process

- 1.2.1 Organizations will be responsible for completing the Arts and Culture Endowment Fund Application form, which will be available through the Cultural Program Coordinator’s Office.
- 1.2.2 Applications must be received by the established deadline and relate to a project or event intended for the upcoming year.
- 1.2.3 The Cultural Program Coordinator will review all applications for eligibility and completeness of information.
- 1.2.4 Applications that have met the required eligibility criteria and include the required information will be forwarded to the Cochrane Community Arts and Culture Committee for review.
- 1.2.5 Applicants or organizations requesting Arts and Culture Endowment Funding will be asked to make a brief presentation to the Cochrane Community Arts and Culture Committee.
- 1.2.6 The Cultural Program Coordinator and the Cochrane Community Arts and Culture Committee will submit the applications with recommendations to Town Council for final approval.
- 1.2.7 The Cultural Program Coordinator will notify all applicants of the decision regarding their application for Arts and Culture Endowment Fund monies.
- 1.2.8 Funds will be distributed to the successful applicants upon the signing of a written “Letter of Agreement” by the applicant. The applicant also agrees to return any unused portion of the Arts and Culture Endowment Fund with the final report on the event or project.



**Appendix "C"**  
**ARTS & CULTURE ENDOWMENT FUND**

**APPLICATION**

---

**1. Organization**

a) Name:

---

b) Mailing Address:

---

---

c) Contact:

Name / Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

d) Society or Charity Registration No.: \_\_\_\_\_

e) Year officially incorporated or registered: \_\_\_\_\_

f) Number of Registered Members: \_\_\_\_\_

g) Please attach proof of insurance for this project.

h) In which of the following areas is the organization involved:

Arts

Culture

Heritage

i) What other organizations, if any, is this organization affiliated with:

---

---

---

j) Brief overview of organization and service provided to the community. Attach additional sheets if necessary.

---

---



---

---

---

**2. Project**

a) Name:

---

b) Date or Time Frame

---

c) Description (include goals, itinerary, target audience, timeline etc.). Attach additional sheets if necessary.

---

---

---

d) Explanation of organization's capabilities to plan and manage the project (i.e. past experience, staffing or volunteer support, financial stability).

---

---

---

e) Please indicate how this project will benefit the organization's membership and the community.

---

---

---

---

f) Is the project (please check appropriate box)

- annual
- ongoing
- a new initiative

**3. Financial**

a) Please attach a proposed detailed budget for the project. (Sample budget template is attached.)

b) Amount of funding being requested from the Town of Cochrane?

---

c) What, if any, specific purpose will Arts Cultural Endowment funding be used for?

---

---

---

d) What, if any, fundraising initiatives will the organization be undertaking for this project?

---

---

---

e) What percentage of the budget will be supported by fund-raising efforts?

---

f) Has the organization contacted other community organizations or groups to form a partnership for this project?

Yes

No

If yes, which organization(s) and to what extent is the partnership?

---

---

---

g) Will the organization be requesting any "in kind" support from the Town of Cochrane for this project?

Yes

No

If yes, to what extent?

---

---

h) If this application is approved for partial funding only, is the organization prepared to proceed with the project?

Yes

No

If yes, to what level?

---

---

---

**4. Reporting**

- a) Is a representative of the organization willing to give a brief presentation to Cochrane Town Council based on this application?
  - Yes
  - No
  
- b) Is the organization prepared to provide a final report to the Town of Cochrane within a 90 days following completion of the project?
  - Yes
  - No

**5. Verification**

The undersigned verifies that the information provided in this application is correct and complete.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Position with Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*The personal information requested in this form is being collected for the purpose of determining eligibility of an applicant to receive Community Grant Program funding. The information is collected under the authority of Section 32© of the Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Municipal Clerk at 851-2051 or 101 RancheHouse Road, Cochrane, AB, T4C 2K8.*

**The following section is for Town of Cochrane administration use only.**

1. Application No. \_\_\_\_\_

2. Date Received: \_\_\_\_\_

3. Date Reviewed \_\_\_\_\_

4. Date of Council Decision: \_\_\_\_\_

5. Funding Approved

Yes

No

6. Amount of Funding: \_\_\_\_\_

7: Date Organization Notified: \_\_\_\_\_

8. Date Letter of Agreement Signed: \_\_\_\_\_

9. Date Funds Distributed to Organization: \_\_\_\_\_

10. Follow-Up Report Received

Yes

No

Date: \_\_\_\_\_

