



**ARTS**  
**CREATIVE COMMUNITIES**  
**APPLICATION FORM: Cultural Planning**  
**Deadline: Ongoing**  
(See *Creative Communities Program Guidelines and Guide to Filling out the Creative Communities Application Form*)

**Applicant Details**

**Lead Applicant** \_\_\_\_\_

**On behalf of a partnership** (If yes, please list all partners)  
(Partnerships must consist of two or more organizations, each of which is expected to make a clear and identifiable contribution to the project. This differs from a Funding Partnership. Please see the *Creative Communities Program Guidelines*.)

**Contact Person** \_\_\_\_\_  
**Mailing Address** \_\_\_\_\_  
**City/Town** \_\_\_\_\_ **Postal Code** \_\_\_\_\_  
**Telephone** \_\_\_\_\_ **Facsimile** \_\_\_\_\_  
**Email** \_\_\_\_\_ **Web** \_\_\_\_\_

**Project Title** \_\_\_\_\_

**Summary of Project: (Max. 50 words)**  
\_\_\_\_\_

**Scope of Project**  
 Regional  Community/Communities (please list) \_\_\_\_\_

**Population of the community/region being served by the project:** \_\_\_\_\_

**Cost of Project:** \$ \_\_\_\_\_ **Amount Requested:** \$ \_\_\_\_\_  
**Start Date:** \_\_\_\_\_ (d/m/y) **End Date:** \_\_\_\_\_ (d/m/y)  
**Last Operating Budget:** \$ \_\_\_\_\_

**Lead Applicant is a(n): (select one)**  
 Municipality/Local government(s)  Association of Arts organizations  
 Regional government  Other \_\_\_\_\_  
 Band or Tribal Council

## Description of Project

**What need or opportunity in your community have you identified that the Cultural Plan will address? How and why is it crucial to your community's cultural development?**

*Please consider the following when answering this section. (Max. 500 words)*

- Has your community completed the Cultural Mapping process, and if so, what were the outcomes and recommendations that resulted from the process?
- Explain the gap in your community's current Cultural Planning processes, tools and/or development.
- What evidence/rationale do you have for identifying this need or opportunity?

**Describe the work to be undertaken, including the outcomes sought, in undertaking the Cultural Planning process.**

*Please consider the following when answering this section. (Max. 500 words)*

- How will you ensure that the process includes consultation and working with your local arts and culture community and related sectors?
- What is your goal on completion of the Cultural Plan?

**Who have you identified to lead the Cultural Planning process? Give an overview of all the people and organizations responsible for the work and their respective qualifications. Attach a CV of the consultant you plan to hire. If a consultant(s) have not been identified include the Request for Proposals (RFP) or a selection plan.**

*Please consider the following when answering this section. (Max. 500 words)*

- Why is this person(s) most suitable for this/these role/s?
- A priority should be knowledge of the arts and culture sector and/or Cultural Planning.

**How will the Cultural Plan and its recommendations be incorporated into the ongoing planning activities of the local government(s) involved? What is the local government's long-term commitment to implementing the plan? (Max. 500 words)**

**Workplan/Timeline**

**What work has been done to date to prepare for the Cultural Plan?** (Max. 250 words)

- 2010 Legacies Now cannot pay for any activities that are listed in this section.

For example:

Date	Activity and Description

**Provide a detailed workplan that includes key milestone dates, the activity to be undertaken and those responsible for the activity. (Max. 1 page)**

- 2010 Legacies Now cannot provide funding retroactively.

For example:

<b>Key milestone dates</b>	<b>Activity</b>	<b>Who's Responsible for Activity</b>

## Evaluation

**What will constitute success for your community as a result of this Cultural Plan? How will you measure the outcomes of the Cultural Plan in transforming your local government's ability to incorporate the recommendations in future planning activities?**

*Please consider the following when answering this section. (Max. 500 words)*

- We encourage both quantitative and qualitative measures.
- Long and short-term measures must be considered.
- Include those responsible for the evaluation, the standards to be used, and the timing or frequency of the evaluation.

For example:

Success Measures	Evaluation Methods
Clear policy direction and guidelines for the role of arts and culture in city planning.	Support and approval of cultural plan by community and local government(s).
Increased arts and cultural resources.	Per capita investment in arts and cultural sector by local government(s).
Expanded awareness of value of arts and culture in the community.	Increased employment in arts and cultural sector

## Budget

Please complete the attached budget form.

- See *Creative Communities Program Guidelines* for maximum contribution levels
- Funding requested from 2010 Legacies Now can be no more than 50% of the overall cost of the project
- In-kind contributions can be a maximum of 25% of the overall cost of the project
- Please provide notes to the budget to explain how amounts were determined
- Applicants can receive funding from the Creative Communities Program more than once per calendar year, as long as a Final Report for the previous project has been completed and accepted by 2010 Legacies Now

## Supporting Materials

Do not include visual support material (books, CDs, DVDs) with your application, they will not be returned.

Ensure you include:

- CVs of consultants. If consultants have not been identified include the Request for Proposal (RFP) or a selection plan
- Any letters of agreement between participating organizations/individuals
- Any reports or studies undertaken to date that have helped the community prepare for the project
- Any financial quotes to back-up budget figures
- Letters of support for the project (if a partnership, letters must be provided from all from all partners/communities/participants indicated in this application)
- Certificate of incorporation (if an arts organization)
- Last annual report, including financial statements (audited where available)

## How to Apply

1. Read the *Creative Communities Program Guidelines*
2. Contact the Arts area at 2010 Legacies Now to discuss your proposal and eligibility criteria  
 Phone: 778-327-5160/Toll free: 1-866-427-2010  
 Email: [arts@2010legaciesnow.com](mailto:arts@2010legaciesnow.com)
3. See the *Creative Communities Guide to Filling Out the Application Form*
4. Complete the *Creative Communities Application Form* (note that each program category has a separate application form) and provide all the supporting material
5. Send completed application to:  
**Arts - Creative Communities Program**  
**2010 Legacies Now**  
**#400 - 1095 West Pender Street**  
**Vancouver, B.C. V6E 2M6**

**Declaration by the Applicant**

We certify that:

1. To the best of our knowledge all the information contained in this application and the attachments is true and complete.
2. By applying to 2010 Legacies Now we agree that 2010 Legacies Now is able to publish our organization's name as an applicant.
3. If successful, within sixty days of the project being complete we will send a report outlining the results to 2010 Legacies Now. All or portions of the results may be released publicly by 2010 Legacies Now.
4. If successful, the financial records of this project will be available for audit and on site inspection by 2010 Legacies Now or its designate.
5. If successful 2010 Legacies Now will be given appropriate recognition as a funding partner as per the Contribution Agreement.

Two authorized members of the applying organization must sign the application. **Unsigned applications will not be considered and will be returned.**

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

Position: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

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