

## Guidelines

# Culture Quest

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Read the application guidelines carefully for details about eligibility, the purpose of the program, and how to apply.

You are encouraged to contact an arts advisor for assistance.

Be sure the proposal includes all the required information: fill in all sections of the forms and use the checklist to confirm that you are preparing a thorough proposal.

**Deadline: January 15, April 15, and September 15 by 4:30 pm**

## **What is the Culture Quest?**

Culture Quest supports the expression of culture and art for Yukon performing, visual, and literary artists to a maximum of \$10,000 per applicant per fiscal year. Culture Quest also supports First Nations cultural gatherings and festivals around the Yukon in addition to the preparation of work to be showcased nationally or internationally. The program was developed to address the opportunities of art and culture representation at the Vancouver 2010 Olympics and subsequent events such as Canada Winter Games, Pan Am/Parapan Games and Northern Scene.

### **Fund Objectives**

Projects must meet at least one of these objectives:

- **Support First Nations, Métis, and Inuit expression of art in relation to cultural practices.**

*Such as projects within cultural festivals and gatherings, song revival, storytelling, regalia, traditional dancing, and other activities which involve public appreciation or engagement.*

- **Support the continued growth and development of creation, performance, or presenting capacity in the cultural sector, particularly in underserved communities or sectors.**

*Such as developing a performance circuit or a curated presentation space.*

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

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

- **Support Yukon artists to prepare their work for the national or international stage or responding to a significant national or international online opportunity.**

*Such as mounting or rehearsing an existing production for a national tour or preparing for a national cultural event such as cultural contingents for major sporting games, Northern Scene, etc. or responding to a significant national or international online opportunity. This objective does not replace the Touring Artist Fund but enables artists to prepare existing works for world class opportunities outside of Yukon.*

### **Outcomes**

Increased opportunities for Yukon communities and First Nation and Indigenous artists to express themselves artistically and culturally, thereby enriching the lives of Yukon people. Increased capacity, growth, and development of the Yukon creative and cultural industries. Strengthened ties between contemporary artistic expression and cultural heritage.

## **Eligibility**

### **Eligible applicants**

Yukon-based groups, organizations, businesses, and residents (persons having lived in Yukon for a minimum of one full year prior to applying) may apply. Typically, only one application per applicant can be funded each fiscal year (April 1st to March 31st).

### **Ineligible applicants**

- individuals under the age of 16;
- organizations that receive Arts Operating Funds, unless the proposed project explores significantly new approaches or activities;
- applicants who have outstanding reports for any previous Yukon government arts funding; and
- applicants whose submission to this program is incomplete.

### **Eligible expenses**

Culture Quest can support a variety of creative and cultural projects and activities.

Eligible expenses include:

- Artistic fees and expenses;
- Administration fees and expenses (any administrative expenses included in the project budget should be clearly itemized, not added as a percentage of project costs);
- Promotion costs;
- Production expenses (such as: instructor fees, elders' honoraria; venue costs, equipment rental, decorations, permits, rights and licenses, supplies, transportation, per diems); and
- Other costs that are directly and reasonably related to the project.

### **Ineligible activities**

- An applicant's formal education, training, or professional development;
- Large capital purchases. Some examples include: vehicles, building construction, real estate, heavy machinery, and any capital purchase not directly related to the creative and cultural product or arts activity;
- Projects and activities that take place prior to the application deadline;
- Fundraising activities, awards, sponsorships or re-funding activities;
- Religious activities;
- Activities that use or present Indigenous cultural material, traditional knowledge or stories without consent from the Indigenous creator(s), collaborator(s) or community member(s), as applicable;
- Projects that promote hatred or intolerance;
- Activities that contravene territorial or federal law; and
- Payment of taxes owed by an individual or organization.

## **Application Process**

### **Intakes**

Complete the application form and submit it using the contact information below prior to one of the intake deadlines: January 15, April 15, September 15. Applications must be received by 4:30 pm on the intake date.

### **Selection Process**

Each intake is reviewed by a selection committee comprised of cultural professionals from various communities with a wide range of experience in the arts, heritage, and cultural traditions and practices.

Funding decisions take the following into account:

- The degree to which the project meets one of the fund objectives;
- A demonstrated capacity of the applicant to complete the project based on experience;
- Feasibility of budget and workplan;
- Degree to which the project engages various Yukon communities; and
- Availability of funds in the Culture Quest program

The assessment process may take up to 8 weeks following each application deadline. Decisions will be communicated to applicants in writing by email and/or mail.

*Successful applicant projects and disbursement amounts are public information.*

### **Payments**

Each successful application will be required to enter into and sign a funding agreement with the Government of Yukon. The agreement will detail the activities that are approved for funding and the terms and conditions of that funding.

90% of the approved funding will be advanced to the applicant after the project funding agreement is signed with the Yukon government. The remaining 10% of the funding will be held back until the final project report has been submitted.

Any funds received by the applicant but not spent on an approved activity must be repaid in full to the Government of Yukon.

### **Recognizing funders**

Recipients are to give funding credit to Yukon government when there is an opportunity to do so.

### **Reporting requirements**

Arts advisors are available to help with reporting, if needed. Reporting is due within 60 days of the conclusion of the funded activity.

All funding recipients shall provide a final report that includes:

- A signed final financial report for the project that includes revenues and expenses;
- A project report;
- A completed budget summary and
- A photo of the activity, if possible.

## To apply

All submissions must include a completed application form: [yukon.ca/en/culture-quest-application-form](http://yukon.ca/en/culture-quest-application-form)

Support letters can be included but are not required. For activities that use or present Indigenous cultural material, traditional knowledge or stories that are not your own, you must submit written consent from the Indigenous artist(s), creator(s), collaborator(s), or community member(s), as applicable.

### Submit all applications to:

Arts Advisor, Arts Section  
Department of Tourism and Culture  
In person: 100 Hanson Street, Whitehorse (Visitor Information Centre)  
Email: [artsfund@yukon.ca](mailto:artsfund@yukon.ca)  
Mail: Box 2703 (L-3), Whitehorse, Yukon Y1A 2C6  
Phone: Toll-free: 1-800-661-0408 ext. 8789  
In Whitehorse: 867-332-6543  
Fax: 867-393-6456

We encourage applicants to contact an arts advisor prior to applying. They are available to assist you.

### Application checklist

Ensure that your application includes:

- A completed and signed cover sheet
- A completed application form: [yukon.ca/en/culture-quest-application-form](http://yukon.ca/en/culture-quest-application-form)
- Consent from the Indigenous creator(s), collaborator(s) or community member(s), if the activity uses or presents Indigenous cultural material, traditional knowledge or stories

You may also include (though not required):

- Support letters