

## Application Procedures

The ACE Loans Committee will review submitted applications as quickly as possible. Applicants will be notified of acceptance or denial within two weeks of the Committee meeting date(s). Upon approval, a final report from the applicant must be submitted within 2 months of the event/program/project containing:

- *Final financial statement based on initial budget proposal in a format acceptable to the committee*
- *List of participants, sponsors, or partners*
- *General evaluation*
- *Recommendation(s) for future improved event if applicable*
- *Confirmation of repayment schedule*

Note: ACE Loans Committee has the right to request additional information as required. The committee retains the right to approve or deny any application without providing specific reasons to protect the privacy and rights of applicants.

Note: The ACE Loans is interest free. In the event that the ACE Loans goes unpaid based on the contractual timelines, then an interest rate of 10% per month will be charged for loans in arrears.

## Applications and Submissions

Applicants must complete and submit information:

- Application Form*
- Budget Form*
- Relevant Data/Information*

To:

Community Futures Development  
Corporation of the Peace Liard  
ACE Loans Committee  
904 - 102 Avenue  
Dawson Creek, BC V1G 2B7

Ph: 250-782-8748 Fax: 250-782-8770

Application packages are available at the above address or available on-line at the following website:

[www.communityfutures.biz](http://www.communityfutures.biz)

Program provided by:



Western Economic  
Diversification Canada

Diversification de l'économie  
de l'Ouest Canada



ACE LOANS

ARTS &

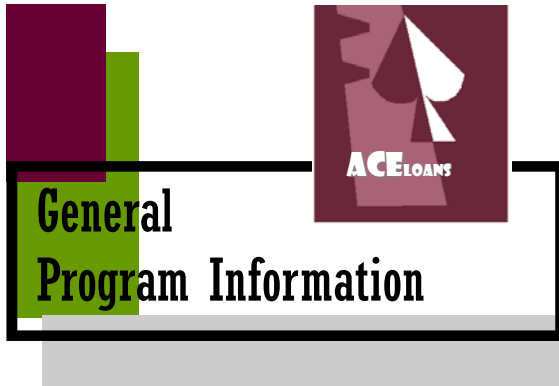
CULTURE

EVENTS

LOANS



*Growing communities one idea at a time.*



The Arts & Cultural Events Loans (ACE Loans) is a program designed to address the needs of individuals and organizations in Dawson Creek who want to host a revenue generating event but do not have the funding required for the start up expenses.

The purpose of the program is to provide interest free loans to encourage, stimulate, and support the development of the arts, culture, heritage, and tourism in Dawson Creek. The ACE Loan will provide access to the lending of funding for arts and cultural events, programs, and projects with demonstrated commitment, the likelihood of effectiveness, and the financial ability for repayment of funds.

Projects should use, enhance, mobilize or expand the skills, capacities, and assets of local people and the community in the arts and cultural sector. Those affected by the initiative should be involved in the development, implementation, and evaluation of the project. The applicant should demonstrate a commitment to the project through a contribution of human and/or financial resources. Significant and appropriate support from other funding sources should be evident.

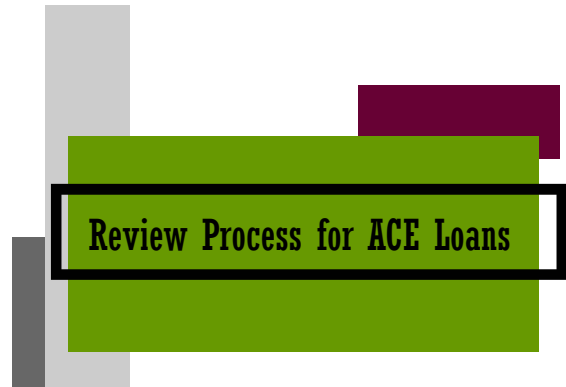
Streamlined procedures are in place to ensure fast turnaround times for applications and simplified project reporting. Information included in applications is held in confidence by the Community Futures and the ACE Loans Committee. This is expected to be a fund that is self-replenishing where loans are repaid promptly and there is availability of reinvestment of those funds for the purposes of the ACE Loans Program in the community.

### Eligibility Criteria

- *Must be resident of Dawson Creek, BC, or host event in City for the benefit of the municipality*
- *Applicant must be a non-profit society or recognized association, group or individual (event must benefit DC non-profit organization)*
- *Applicant with proven, sound financial history and long-term establishment within the community*
- *Projects which will have impact with long-lasting benefits to the arts and culture development within Dawson Creek*
- *Projects with a funding request of \$10,000 or less from ACE Loans and that can be repaid within one year are eligible to qualify as a recipient*
- *Demonstrate contribution of 50% of total budget for event/program/project by applicant, i.e. in-kind, sponsorships, volunteer hours or direct revenue*

- *Capital projects require architectural and/or design drawings of proposed project*
- *Acknowledgement of ACE Loans Fund included in promotions and advertising of monies contributed toward the event/program/project*

Maximum funding approvals will be up to 50% of the total event/project/program.



There are no formal deadlines for the applications and the goal is to provide prompt turn around times on applications. The project application review and approval process is very streamlined. A loans committee of community volunteers will assess each application. The ACE Loans Committee has discretion to determine an appropriate level of funding depending upon the applicant's financial situation and the value of the project to the community.



Growing communities one idea at a time .