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2024 Arts & Culture Grants

Celebrations & Events Grants Program

**Community Events Grants**

Application Form

Grants are available up to a maximum of $4,500 or up to 40% of the proposed project budget.

See Program Guidelines for further information

**PROGRAM GOALS & OBJECTIVES**

**Celebrations & Events Grants for ‘Community Events’ seek to support the development of small, neighbourhood-scale community events and to encourage the growth and development of existing events that contribute to residents’ sense of belonging, identity and place. As this is an Arts and Culture Grant, a significant component to the Community Event needs to include Arts.**

**Priority will be granted to events that create safe, welcoming, accessible and inclusive spaces that encourage the attendance and/or** **participation of diverse and otherwise underserved populations.**

**Grants Deadlines:**

**Refer to website** [**https://www.nvrc.ca/artsandculturegrants**](https://www.nvrc.ca/artsandculturegrants) **“When to Apply” section**



**INSTRUCTIONS:**

* **Please see Grant Guidelines and checklist and complete the Client Profile prior to completing this Application form.**
* Please type all information into the spaces provided on this application form.
* Bulleted format is acceptable.
* Handwritten, incomplete and/or illegible reports will not be accepted.
* Word Counts are provided. Please adhere to them.
* Late applications will not be accepted.

**THE COMMUNITY EVENTS GRANT APPLICATION PACKAGE INCLUDES THE FOLLOWING:**

* Guidelines
* Application Form
* Client Profile Form
* Budget Report
* Statistics Report

PROJECT/EVENT SUMMARY

|  |
| --- |
| **Name of Event:** |
| **Event Date(s):** |
| **Event Location(s):** |
| **Grant Amount Requested: $ Budget Requested: $** |
| **Duration Requested (1 year or 1-3 years):** |

(A) APPLICANT INFORMATION

**A.1 CONTACT INFORMATION**

|  |
| --- |
| **Name of Organization:** |
| **Mailing Address:** |
| **City:** | **Postal Code:** |
| **Main Contact:** |
| **Title with Organization:** |
| **Email:** |
| **Phone 1:** | **Phone 2:** |
| **Organizational Website:** |

**A.2 ELIGIBILITY CHECK**

You do not have to be registered as a non-profit society or charitable organization in order to qualify for a grant. However, if you self-identified above as either a non-profit society or charitable organization, please complete the following.

**PLEASE CHECK ALL THAT APPLY TO YOU: √**

|  |  |
| --- | --- |
| ⧠ | a non-profit organization, registered under the BC Society Act |
| ⧠ | a recognized charity, granted charitable status by the Canada Revenue Agency |
| ⧠ | a community service organization |
| ⧠ | an organization providing services to a specific cultural group |
| ⧠ | a local community association |
| ⧠ | a business association or BIA |
| ⧠ | another recognized community groupPleases specify:  |
|  **Official Society Name:** |
| **BC Society Number:** |
| **Charity Number:** |
| **GST Number:** |
| **Is your organization currently in good standing?** YES ⧠ NO ⧠  |

Please confirm below that you have submitted a copy of **one** of the following documents with your Client Profile form.

**PLEASE CHECK: √**

**Proof of Good Standing:**

⧠ Copy of your current BC Society Annual Report

⧠ Confirmation of Filing from BC Registries & Online Services

A.3 ORGANIZATIONAL DESCRIPTION

Speak briefly to the work your organization does in the community, or to your mission and mandate as a recognized community group.

(150 WORDS)

(B) PROGRAMMING MERIT and IMPACT

EVALUATION CRITERIA

The Arts & Culture Grants Policy identifies two evaluation criteria in respect of ‘programming merit and impact’:

* Evidence of Program Mix

Does the event provide an interesting and engaging mix of creative activities?

* Demonstrated/Projected Outcomes

How successfully do the proposed activities meet the Program Goals and Objectives laid out for ‘Community Events Grants’?

Questions in this section account for 25% of the evaluation of Community Events.

B.1 EVENT SUMMARY

|  |
| --- |
| **Name of Event:** |
| **Event Date(s):** |
| **Event Location(s):** |

B.2 EVENT DESCRIPTION

PROGRAM OUTLINE

Please provide a brief outline of the programming and planned activities for the event. Describe the activities that make up the event.

(300 WORDS)

Speak to how the proposed activities serves to meet the goals and objectives of the ‘Community Events Grants’ program – i.e., events that foster community connection; that evoke a sense of celebration; and that offer opportunities for local creative talent

(300 WORDS)

B.3 SUPPORT MATERIALS – PROGRAM IMPACT

Include the following support materials where appropriate and/or if available:

* Resumes or descriptive bios for artists and other creative talent
* Photos\* from previous year’s activities
* Minimum of 3, maximum of 5
* Submit as print quality jpg files (no pdfs or slideshows)
* Any collateral materials used in previous year(s)
* Program descriptions
* Instructions to participants
* Brochures
* Video and/or audio files
* Include as video or wave files
* Or provide a list of active links to your YouTube, Vimeo or other web video channel
* Third party descriptions
* Reviews
* Press coverage (television, radio and newspaper)
* Feedback
* Testimonials
* Audience surveys

\* PHOTOS

NVRC reserves the right to use any photos submitted for reporting and non-commercial promotional purposes – i.e., in staff reports and presentations, on the website or as part of materials that promote the programs and work of the NVRC.

Please secure any necessary releases or permissions prior to submitting photos as part of this application.

(C) ORGANIZATIONAL CAPACITY AND/OR FINANCIAL NEED

EVALUATION CRITERIA

Policy identifies four evaluation criteria in respect of ‘organizational capacity and/or need:’

* Capacity to Deliver the Program or Project

Can you demonstrate that you have the ability, experience and other resources to successfully deliver the event (with the support of a Community Events grant).

* Evidence of Funding from Other Sources

Grants are not provided for the purpose of underwriting your activities. Are you able to leverage financial support from other funders or through donations and sponsorships?

* Evidence of Community Partners & Support
* Evidence of Financial Need

Is the budget balanced? Do you clearly present all requested budget and financial information in such a way that it demonstrates the “need” for grant support to deliver the event?

Questions in this section account for 30% of the evaluation of Community Events.

C.1 FUNDING REQUEST

Please enter the following budget information from the ‘Community Events: Budget Form’ provided.

|  |  |
| --- | --- |
| GRANT REQUEST(Max: $4,500) | BUDGET (Total Cash Expenditures) |
|  $ |  $ |

If you have previously received a grant for the proposed program, please complete The Following information for the last two years in which funding was received.

FOR STAFF USE ONLY

Grant Request as a
Percentage of the
Projected Program Budget

 %

|  |  |  |  |
| --- | --- | --- | --- |
| Grant Year | Grant Received | Reported Cash Expenditures | Surplus/Deficit |
| 2023 | $ | $ | $ |
| 2022 | $ | $ | $ |

NOTES ON BUDGET REPORTING

Where possible please report on grants you have received and total reported expenditures for each of the last two years that the event has taken place.

C.2 WHY IS FUNDING NEEDED?

What, specifically, will the grant be used for? What aspect of the event would you be unable to deliver without grant support?

**(100 words)**

C.3 PROGRAM BUDGET AND FINANCIAL INFORMATION

Please confirm below that you have submitted the following as part of this application:

⧠ **COMMUNITY EVENTS BUDGET FORM**

* Available on a separate MS Excel form.

⧠ **FINANCIAL STATEMENTS for the most recently completed fiscal year**

* Or comparable record/accounting of your financial position at the time of submitting the application.
* Prepared in accordance with generally accepted accounting standards, and including an income statement and balance sheet.

**C.4 OTHER SOURCES OF SUPPORT**

In the chart below list other sources of community support, corporate sponsorship, foundation grants or government funding that you are seeking or have secured.

Please identify the specific purposes for which this funding is intended **and** indicate whether this funding has been secured. If so, please indicate at what level?

**GOVERNMENT – Federal**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SOURCE OF SUPPORT** | **AMOUNT**  | **PURPOSE** | **SECURED** **Y/N** | **NOTES** |
|  |  |  |  |  |
|  |  |  |  |  |

**GOVERNMENT – Provincial**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SOURCE OF SUPPORT** | **AMOUNT**  | **PURPOSE** | **SECURED** **Y/N** | **NOTES** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**GOVERNMENT – Municipal**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SOURCE OF SUPPORT** | **AMOUNT**  | **PURPOSE** | **SECURED** **Y/N** | **NOTES** |
|  |  |  |  |  |
|  |  |  |  |  |

**CORPORATE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SOURCE OF SUPPORT** | **AMOUNT**  | **PURPOSE** | **SECURED** **Y/N** | **NOTES** |
|  |  |  |  |  |

**FOUNDANTIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SOURCE OF SUPPORT** | **AMOUNT**  | **PURPOSE** | **SECURED** **Y/N** | **NOTES** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**OTHER SOURCES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SOURCE OF SUPPORT** | **AMOUNT**  | **PURPOSE** | **SECURED** **Y/N** | **NOTES** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

What challenges, if any, do you face in seeking the support of the community for your event?

**(100 words)**

(D) COMMUNITY BENEFIT & IMPACT

EVALUATION CRITERIA

Policy identifies four evaluation criteria in respect of ‘community benefit and impact’:

* Demonstrated Need for Event

Does the event fill a need in the community that is not served in any other way?

* Level of Service, including Number of People Served
* Public Accessibility

Is the event financially and physically accessible? Is it welcoming and accessible to a broad spectrum of the community, including diverse, underserved or otherwise marginalized populations?

* Level of Volunteer Involvement

Questions in this section account for 45% of the evaluation of Community Events.

D.1 ATTENDANCE AND PARTICIPATION

Please report on attendance over the last two years that the event has taken place. If the event has not taken place annually, please adjust the years above and report on the last two years that the event has taken place.

|  |  |
| --- | --- |
| 2024ATTENDANCE TARGET  | TOTAL HOURS OF PROGRAMMING |
|  |   |

|  |  |  |  |
| --- | --- | --- | --- |
| Year | PREVIOUS YEARS ATTENDANCE | PREVIOUS YEARS PROGRAMMING HOURS | How the count was conducted (ie. gate, estimate, space)  |
| 2023 |  |  |  |
| 2022 |  |  |  |

**D.2 Inclusion, Diversity, Equity, and Access (IDEA)**

Arts & Culture Grants support events, programs or projects targeted at minority or marginalized populations that are often underserved or that face challenges accessing services in the community.

This may include but is not restricted to:

* (local) First Nations and/or urban Indigenous people
* people from immigrant populations or ethnic and cultural minorities
* adults and/or children from the trans- or LGBTQ2SIA+ communities
* adults and/or children from low-income families or those living in poverty
* adults and/or children with physical disabilities
* adults and/or children with developmental disabilities

Describe specific steps you are taking with diverse, underserved, minority or traditionally marginalized populations to identify and remove barriers impacting their participation.

(150 words)

D.3 STAFF

How many staff do you employ? Approximately how many staff hours are involved in the delivery of the event?

|  |  |
| --- | --- |
| 2024 PROJECTEDNUMBER OF STAFF  | CALCUATION OF STAFF HOURS |
|  |   |

|  |  |  |
| --- | --- | --- |
| Year | PREVIOUS YEARS STAFF | STAFF HOURS IN PREVIOUS YEARS |
| 2023 |  |  |
| 2022 |  |  |

NOTES ON STAFF

Where possible please report on staff participation over the last two years that the event has taken place. **(100 words)**

Please describe how your orgnaization builds and supports the principles of Inclusion, Diversity, Equity, and Access (IDEA) amongst your staff for this event?

**(150 words)**

D.4 VOLUNTEERS

How many volunteers do you engage? Approximately how many volunteer hours are involved in the delivery of the event?

|  |  |
| --- | --- |
| 2024 PROJECTEDNUMBER OF VOLUNTEERS  | CALCUATION OF VOLUNTEER HOURS |
|  |   |

|  |  |  |
| --- | --- | --- |
| Year | PREVIOUS YEARS VOLUNTEERS  | VOLUNTEER HOURS IN PREVIOUS YEARS |
| 2023 |  |  |
| 2022 |  |  |

NOTES ON VOLUNTEERS

Where possible please report on volunteer participation over the last two years that the event has taken place. **(100 words)**

Please describe how your orgnaization builds and supports the principles of Inclusion, Diversity, Equity, and Access (IDEA) among your volunteers for this event?

**(150 words)**

D.5 TARGET AUDIENCE

Please identify your target audience. Who does the event serve?

**(100 words)**

D.6 EVENT PROMOTION & AUDIENCE DEVELOPMENT

Describe your activites to promote the event. How do your promotional activities help you reach your target audience(s)?

**(150 words)**

How do you integrate social media into your promotion activities? What are your social media targets in terms of hits, likes, and views?

**(150 words)**

**D.7 SOCIAL MEDIA**

Please identify the various social media platforms you use:

|  |  |
| --- | --- |
| **SOCIAL MEDIA** | **ADDRESS/HASHTAG/HANDLE** |
| FACEBOOK |  |
| INSTAGRAM |  |
| TWITTER |  |
| YOUTUBE |  |
| SNAPCHAT |  |
| TIK TOK |  |
| EVENT HASTAG |  |

**D.8 SUPPORT MATERIALS – MARKETING COLLATERAL**

Include samples of the following support materials where appropriate and/or if applicable. Please include a **maximum** of 2 of each **no more than 1 MB each** as separate attached documents **or** as a safe link:

* Print media ads
* On-line ads, social media promotion
* Posters and pamphlets
* Radio or TV spots
* Media coverage (television, radio or newspapers)

REQUIRED ATTACHMENTS CHECK LIST

Please ensure the following documents are attached to your application. Incomplete applications will not be accepted.

**PLEASE CHECK: √**

⧠ **Budget Form**

⧠ **Statistics Report**

⧠ **Financial Statements** for the most recently completed fiscal year (Prepared in accordance with

 generally accepted accounting standards including at minimum an Income Statement and Balance).

⧠ **Proof of Good Standing**

* Copy of your current BC Society Annual Report.
* Confirmation of Filing from BC Registries & Online Services; **or**
* Comparable documentation from Canada Revenue Services with respect to charitable status.

⧠ **Client Profile Form (required for new applicants, returning applicants are required to ensure their profile is up to date with:**

* Annotated list of the Board of Directors, including name, board position and years of service.
* Organizational chart including: job titles, names and reporting structures as well as staff status: full-time (S-FTE), part-time (S-PTE), contract (S-CON), auxiliary (S-AUX). Please also indicate where roles are being filled by volunteers (V) and interns (I).
* Copy of your organization’s Annual report to the AGM.
* Copy of the Society’s Constitution and/or Bylaws.
* Any Board-level policies and/or procedures relating to: Human Resources and/or Diversity, Equity and Inclusion.

**⧠ Support Materials – Artistic Impact**

 Include the following support materials **where appropriate and/or if available**:

* List and/or short bios for artists and other creative talent
* Photos from previous year’s activities (Minimum of 3, maximum of 5; submit as print quality jpg files (no pdfs or slideshows)
* Any collateral materials used in previous year(s)
* Program descriptions
* Instructions to participants
* Brochures
* Links to Video and/or audio files
* Reviews
* Press coverage (television, radio and newspaper)
* Feedback
* Testimonials
* Audience surveys

**⧠ Support Materials – Marketing Collateral – Community Impact**

 Please include a **maximum** of 2 of each **no more than 1 MB each** **(where appropriate and/or if**

 **available)** as separate attached documents or copies in a word document:

* Print media ads
* On-line ads, social media promotion
* Posters and pamphlets
* Links to media coverage (television, radio or newspapers)

**DECLARATION & SIGNATURES**

DECLARATON

I, the undersigned, certify that, to the best of my knowledge, all information provided in this Application Form is accurate and true and is endorsed by the organization I represent.

**PLEASE TYPE**

|  |
| --- |
| **NAME:** |
| **DATE:** |

**SIGNATURE BOX**

**SIGNATURE OF PERSON FILING THE APPLICATION**

Please ensure the primary contact (listed on page 2) signs this application.

Please submit with an electronic signature (if available) or with a separate scanned copy of the signature page.

**APPLICATION SUBMISSION & INQUIRIES**

**This application form should be submitted as an MS Word Form (not as a pdf).**

**Electronic Submission**

All materials must be submitted electronically to arts-grants@nvrc.ca.

(Hard copy submissions will only be accepted under exceptional circumstances. Please contact arts-grants@nvrc.ca to discuss alternate forms of delivery).

**File Share**

The preferred method of electronic submission is via a web-based file-share platform (e.g., OneDrive, WeTransfer). **Note: We are unable to access Google Docs, do not use Google Docs Dropbox.**

\*\*Please ensure there are no passwords or time limits on any applications and materials.

For more information or assistance, please contact:

**Arts & Culture Grants**

Karen Pighin, Cultural Services Supervisor

Delbrook Community Recreation Centre

851 West Queens Road,

North Vancouver, BC V7N 4E3

arts-grants@nvrc.ca