

## Arts and Culture Grants Celebrations & Events Grants Program



# GUIDELINES

### Policy Statement

*'The Official Community Plans of the City and District of North Vancouver recognize the value of arts and cultural organizations and activities in adding to the vibrancy of community life and celebrating North Vancouver's unique identity.'*

*The City and District of North Vancouver recognize that financial investment in the arts and in the cultural sector through grants enables the production of quality arts and culture experiences, supports events and festivals, and leverages additional funding from other sources.'*

## 1.0 Grants Programs, Overview

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The Arts & Culture Grants Policy governs four distinct grants programs.

- Operating Assistance  
<https://www.nvrc.ca/arts-culture/grants/operating-assistance>
- Programming & Project Assistance  
<https://www.nvrc.ca/arts-culture/grants/programming-projects>
- **Celebrations & Events Grants**  
<https://www.nvrc.ca/arts-culture/grants/celebrations-events>
- Community Public Art Grants  
<https://www.nvrc.ca/arts-culture/grants/community-public-art>

## 2.0 Celebrations & Events Grants

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### 2.1 Program Purpose

**Celebrations & Events Grants** seek to foster stronger community connections through the support and development of local events; to give expression to the full spectrum of diversity on the North Shore by supporting the growth of community and cultural celebrations; and to contribute to residents' quality of life through the support of arts festivals.

### 2.2 Funding Streams

Applications are accepted in three categories:

- *Community Events Grants*
- *Major Celebrations Grants*
- **Arts Festivals**

### 2.3 Arts Festivals Grants

Celebrations & Events Grants for **Arts Festivals** sustain signature events and festivals in North Vancouver and on the North Shore. Grants are available for festivals:

- *that present an artistically curated program of exhibits, performances or other activities*
- *that demonstrate innovation and energy*
- *that inspire awareness of local and visiting talent; AND*
- *that provide a quality experience for residents and visitors alike*

Funding supports the development of new events and encourages the growth and development of existing festivals.

## DEFINITION

**Arts Festivals** typically present artistically curated activities, exhibits or performances over a defined period of coordinated programming. It is expected that **Arts Festivals** will:

- *offer innovative and entertaining arts programming*
- *inspire awareness of local and visiting talent; AND*
- *foster appreciation of arts and culture, heritage and other creative pursuits*

## FUNDING LEVELS

Grants are available up to 30% of the eligible project budget, up to a maximum of **\$18,500**.

Matching funds can be a combination of cash and in-kind contributions. In-kind contributions are limited to 20% of the overall project budget.

### FOR EXAMPLE:

A festival has a cash budget of \$40,000, measured by expenditures (i.e. the projected cost of putting on the festival). In addition the festival relies on approximately \$65,000 of in-kind contributions in the form of donated services or materials.

As in-kind contributions are limited to 20% of the overall project budget, the **maximum eligible budget** is:  $(\$40,000 \div 80) \times 100 = \$50,000$ .

Calculated at 30% of the eligible budget, the **maximum eligible grant request** is: \$15,000.

These calculations are included in the Budget Form to assist applicants.

## EXAMPLES OF FUNDED EVENTS

Examples of *Arts Festivals* that have received funding in previous years include:

- *Artists for Conservation*
- *North Shore Jazz*
- *Tabestoon Festival*
- *Vancouver International Mountain Film Festival*

## FUNDING PRIORITY

As required by the **Arts & Culture Grants Policy**, priority is given to supporting events that create safe, welcoming, accessible and inclusive spaces that encourage the attendance or participation of diverse and otherwise underserved populations.

## 2.4 Apply to the Correct Program or Funding Stream

The different funding streams for **Celebrations & Events Grants** serve different purposes and therefore have distinct and different funding criteria.

*It is the sole responsibility of the applicant to ensure that they submit their grant request to the appropriate program and funding stream.*

The final determination as to whether an application will be accepted under a given grant program or funding stream rests with staff and the Grants Review Committee. If you are in any doubt about which application package to complete, please contact staff for advice.

## 3.0 Program Eligibility

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In order to apply for an **Arts Festivals Grant**, organizations:

- *may be based in a municipal jurisdiction other than North Vancouver, BUT*
- *must conduct the event for which they are seeking support in North Vancouver, OR*
- *must, if the proposed event takes place elsewhere on the North Shore, clearly demonstrate the benefit of the event to North Vancouver residents, AND*
- *must have an established track record of delivering quality community programs and services on the North Shore for a period of at least one (1) year prior to the application*

### 3.1 Eligible Applicants

Applicants for **Arts Festivals Grants** may include any of the following:

- *registered not-for-profit arts and culture organizations*
- *other recognized arts groups in the community*
- *other registered not-for-profit groups*
- *community service organizations*
- *community associations*
- *merchants' associations or business improvement associations*
- *multi-cultural and ethno-cultural organizations*
- *charitable organizations*
- *other recognized community groups, subject to staff review and approval*

### 3.2 Restrictions on Eligibility

As a strict matter of policy, **Arts and Culture Grants** do not support:

- (1) ***Municipal agencies, other branches of local government or activities that are directly supported by the municipality through other means***

This restriction includes libraries, community recreation centres, and other municipal agencies or commissions. Not-for-profit “friends-of” societies may be eligible to apply,

but must be able to demonstrate that the service or activity covered in the grant request is not:

- *already supported through existing municipal human or financial resources*
- *part of the regular programming of the organization, or*
- *essentially similar to the type of programming regularly conducted by the organization*

**(2) *Individuals, businesses, commercial enterprises, political parties or political events***

In cases where a non-profit society or other eligible community group has a close partnership with a business, it is incumbent on the applicant to demonstrate that grant funds will not be used to support the operations of the business.

**(3) *Schools and post-secondary educational institutions, including all activities that meet the curricular objectives or requirements of those bodies***

None of the following are eligible for grant support: elementary schools, secondary schools or private schools as well as colleges, technical institutes, universities and post-secondary educational institutions.

Arts education organizations may be eligible to receive grant support for community-based arts programming, as long as the programming for which funding is requested is not available for course credit with the School District, with a post-secondary institution or with a commercial school.

Funding is not available to support end-of-year recitals, activities required to fulfill program curricula or other showcase events intended to promote school programs.

Parent Advisory Committees are ineligible for **Arts Festivals** grants.

**(4) *Churches or religious organizations, events or activities***

While churches often serve as venues for activities produced or presented by eligible grant recipients, churches, religious organizations or church-based events are not generally eligible for grant support.

However, churches and other faith-based organizations may be eligible to receive grant support for an event or activity where:

- *the applicant is one of a number of community partners delivering the event;*
- *the event has no religious overtones, no attempt is made to promote the congregational activities of the church and no religious materials are handed out;*  
*AND*
- *the event can be demonstrated to deliver on the goals and objectives of the grant program or funding stream to which the application is submitted.*

- (5) *Competitions or award ceremonies, parties, private or closed events*
- (6) *Fundraising projects or programs*
- (7) *An organization for the purpose of funding other organizations*
- (8) *Endowment funds or capital costs (excluding community public art projects)*
- (9) *Debt retirement or retroactive funding*

### 3.3 Maximum Number of Applications

Applicants may make no more than **one** grant application to the **Arts Festivals** funding stream within the same calendar year.

Subject to meeting the eligibility criteria required of other funding streams, groups that have applied for **Arts Festivals** funding, may also submit grant applications in those funding categories.

## 4.0 Submission Requirements

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### 4.1 Use the Forms Provided

Applications must be submitted on the forms provided and in the format requested.

- (1) a '*Client Profile*' – required attachments must be updated annually but the profile may be kept on file for up to five years
- (2) an '*Application Form*' – always required
- (3) a '*Budget Form*' – always required
- (4) an '*Annual Statistics Report*' – always required

In addition to the above, applicants will be requested to submit various support materials (photos, financial statements, society documents and marketing materials) in support of their application.

***It is the responsibility of the applicant to ensure that their application is complete, that all requested materials have been submitted and that all submission requirements have been satisfied.***

Check-Lists are provided.

## 4.2 Electronic Submission Required

Submit one electronic copy of the complete *Application Package* as described above, including any support or supplementary materials that may be required.

Electronic submission is required so that your funding request can be distributed to the Grants Review Committee in a timely manner. Any parts of the application package that cannot be submitted electronically may be provided in hard copy. However, it may not be possible to distribute hard copy materials to the Grants Review Committee in advance of their meeting(s).

## 4.3 How to Submit your Application

### FILE SHARE

Submissions may be provided over web-based file-share platforms such as Dropbox.

Please ensure that you provide a notification email to [arts-grants@nvr.ca](mailto:arts-grants@nvr.ca) informing the Program Officer that you have submitted a grant application. This email will act as the time stamp for your application.

### DIRECT DELIVERY

Your grant submission may also be provided on a USB drive (memory stick) **OR** on a CD-R disc and then mailed or hand-delivered to the attention of the *Program Officer, Arts & Culture Grants* at:

Delbrook Community Recreation Centre  
851 West Queens Road  
North Vancouver, BC V7N 4E3

### NO FAX OR EMAIL SUBMISSIONS

Applications sent via fax or as email attachments will **not** be accepted.

## 4.4 Electronic Signature

If you do not have a legally recognized electronic signature, you are requested to print the *Signature Page* (only), sign it by hand, and include a separate, scanned copy with the rest of your application.

## 4.5 Submission Deadlines

Submission deadlines are posted on the NVRC website at:

<https://www.nvr.ca/artsandculturegrants/grants-intakes>

All grant applications must be received by **4:30 pm** on the posted submission deadline.

## 4.6 Late Submissions / Extensions

Late submissions will NOT be accepted, unless an extension request has been approved by staff. Extension requests must be received in writing (e-mails will be accepted) a minimum of three (3) working days prior to the posted submission deadline.

The maximum extension that may be granted will be up to ten (10) working days. However, extensions will only be granted if they do not unduly delay the administration of the grants process.

## 4.7 Ineligible Applications

The following conditions may result in an application being deemed ineligible:

- *application submitted late (without having sought and received an extension)*
- *application submitted to the incorrect intake*
- *application submitted to the incorrect program*
- *application not submitted on the forms provided*
- *application package incomplete*
- *required attachments and support materials not provided*
- *application not signed (original signature required)*
- *application submitted as email attachments or by fax*

Ineligible applications will not be forwarded to the Grants Committee for review.

## 4.8 Exceptions

Staff is authorized to exercise judgment in respect of the above and may – on a case by case basis – either extend a deadline or modify a requirement.

## 5.0 Grants Intakes

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### 5.1 Early Intake

An Early Intake supports events that take place from **January 1st** through **August 10th**.

### 5.2 Late Intake

The Late Intake supports events that take place from **July 15th** through **December 31st**.

If a planned event takes place in the “overlap” between **July 15th** and **August 10th**, it is the prerogative of the applicant to determine which intake is most appropriate.



## 6.0 Grants Review Process

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### 6.1 Authority to Approve Grants

Sole authority to approve **Arts & Culture Grants** rests with the governing body of the North Vancouver Recreation & Culture Commission.

### 6.2 Grants Review Committee

All recommendations with respect to the allocation of grants are prepared by an independent Grants Review Committee and forwarded to the Commission for consideration and approval.

### 6.3 Stages of Review

All applications go through the following stages of review:

**(a) Eligibility Review**

Applications are first reviewed by staff to assess eligibility and completeness. Incomplete submissions are documented and applicants provided with a list of deficiencies. Applicants may be awarded an extension to provide the requested information, after which a determination will be made regarding eligibility.

**(b) Staff Review**

Applications that propose activity that takes place in or is likely to impact a public space may be forwarded to the appropriate department(s) for review and input.

**(c) Grants Committee Review**

The Grants Review Committee evaluates all grant applications in accordance with the evaluation criteria outlined in policy and detailed below.

## 7.0 Evaluation Criteria

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Requests for **Arts Festivals Grants** will be reviewed and assessed based on the following criteria as outlined in policy:

- *Quality of work presented or performed*
- *Programming Innovation*
- *Past/projected attendance*
- *Demonstrated/projected outcomes*
- *Cultural tourism impact*
- *Ability to deliver the program or project*
- *Evidence of financial need*

- *Evidence of funding from other sources*
- *Level of volunteer involvement*
- *Evidence of community partners and support (financial or in-kind)*
- *Public accessibility*

## 8.0 Approval & Payment of Grants

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### 8.1 Notice of Award

Upon approval of grants by the Commission all successful grant applicants will receive a **Notice of Award** within five (5) working days.

#### **EARLY INTAKE**

Funding recommendations are typically taken to the **January** meeting of the Commission for consideration and approval.

#### **MAIN INTAKE**

Funding recommendations are typically taken to the **May** meeting of the Commission for consideration and approval.

### 8.2 Other Notice

Applicants who have not been successful in receiving a grant award will also be notified at this time.

### 8.3 Grant Acceptance & Payment

Appended to the Notice of Award is a **Grant Acceptance Form** that must be signed by at least one officer of the organization and returned to the Program Officer before payment of the grant can be processed.

The **Notice of Award** outlines all terms and/or conditions attached to the grant, including:

- any restrictions on use of the grant
- reporting requirements
- recognition of grant support

## 9.0 Accountability & Reporting

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### 9.1 Requirement to Report

In order to ensure the highest standards of accountability for the use of public funds, NVRC is committed to reporting to City and District Councils each year on:

- *how the grants funding in that year has been allocated*
- *highlighted programs and activities that contribute to the quality of life in North Vancouver*
- *performance measures relating to the goals and objectives outlined in policy*

- *the value of Councils' investment in the arts*

As a matter of policy, all grants recipients are expected to meet either annual or post-program reporting requirements as outlined below. Reports must be submitted according to stated deadlines, must be complete and include all requested attachments, and may be utilized in review of future applications.

## 9.2 Failure to Report

Failure to submit a complete and accurate report in whatever format will result in subsequent grant requests being deemed ineligible.

## 9.3 Annual Reporting Requirements (for Returning Applicants)

For groups that apply annually for the same event, the need to submit a separate *Accountability Report* annually has been eliminated and all relevant reporting requirements have been integrated into the following year's *Application Package*.

## 9.4 Post Project Reporting (One-Off Events)

One-time only applicants (i.e. applicants not expecting to submit a funding request in the following year) are required to complete a *Post-Project Report*.

## 9.5 Repayment of Grant

Grants recipients will be required to repay their awarded grant either in part or in whole if:

- *the applicant is found to have knowingly, or through its own negligence, provided false information in the grant application*
- *the recipient uses the grant for purposes not outlined in the grant application, not approved by the Commission, or not permitted under the terms of this policy*
- *the organization breaches any of the terms and conditions attached to the grant*
- *the organization ceases to operate as a non-profit society or ceases to be deemed eligible as a grant applicant, or if it ceases its activities or dissolves as an entity*

## 9.6 Financial Statements

- (i) Organizations with a **total operating budget in excess of \$250,000** (measured in two of their three most recently completed fiscal years) are required to provide (*Notice to Reader*) *Financial Statements*, prepared in accordance with generally and professionally recognized accounting principles.
- (ii) Organizations with an **operating budget in excess of \$50,000 but less than \$250,000** may provide either:
  - (*Notice to Reader*) *Financial Statements, if available*
  - or *Financial Statements* prepared by the applicant, consisting of at least a Statement of Operations and a Balance Sheet and verified by two officers of the organization

- (iii) Groups with an ***operating budget less than \$50,000*** may provide either:
- *Financial Statements* prepared by the applicant, *if available*
  - or an *Annual Operating Statement*, verified by two officers of the organization
- (iv) Groups that are not required to produce *Financial Statements* to satisfy the BC Society Act, but that are otherwise eligible to request grant support, may provide an *Annual Operating Statement*, verified by two officers of the organization.

## 10.0 Grant Recognition

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Arts and Culture Grants are administered by North Vancouver Recreation & Culture on behalf of both the City and the District of North Vancouver. Grants recipients are expected to acknowledge the financial assistance of the City of North Vancouver and the District of North Vancouver, as well as the support of North Vancouver Recreation & Culture on all appropriate promotional materials.

Download the ***Grant Recognition Guidelines*** from the website at:

<https://www.nvrc.ca/artsandculturegrants/grant-recognition>