****

2024 Arts & Culture Grants

Programming & Project Assistance

Program & Project Grants

Application Form

Grants up to $12,500\*

PROGRAM GOALS & OBJECTIVES

The *Program & Project Grants* funding stream provides financial support for a wide range of creative, artistic and cultural initiatives:

* that demonstrate excellence of artistic and cultural practice;
* that reflect the highest standards of service delivery;
* that clearly articulate a high level of benefit to the community; AND
* that offer an experience not generally available in North Vancouver.

The specific focus of the *Program & Project Grants* funding stream is to support:

* the production or presentation of a single program, project, show or series that recurs on an annual or regular, bi-annual basis (Annual Support);
* one-time only projects (Special Projects) that do not otherwise meet the criteria for New Initiatives Grants: OR
* the programming of community-based arts, cultural or heritage organizations with an annual operating budget (not including in-kind contributions) that is less than $50,000.
* Please ensure your In-Kind contributions are in line with the grant criteria or your application reflects an adjusted request.

Grants Deadlines

EARLY INTAKE: Grant Applications will be accepted from Monday August 14, 2023 to

Monday September 25, 2023 at 4:00 pm

*(for activities that take place from January 1, 2024 through August 10, 2024)*

LATE INTAKE: Grant Applications deadline Spring 2024 (dates to be announced)

*(for activities that take place from July 15, 2024 through December 31, 2024)*

Instructions

1. Please type all information into the spaces provided on this Application Form. Handwritten, incomplete and/or illegible reports will not be accepted.
2. Please follow all Instructions carefully and answer all questions directly and concisely.
3. Word Counts are provided as a general guideline. Your application will not be rendered ineligible if you exceed the word counts provided, however please attempt to stay within them!
4. To assist you in completing this Application Form, please refer to the Programming & Project Assistance Guidelines.
5. A P P L I C A N T I N F O R M A T I O N

A.1 Applicant Organization

NAME OF ORGANIZATION

…

MAILING ADDRESS

…

CITY PROVINCE POSTAL CODE

… BC …

PRIMARY CONTACT PERSON TITLE WITH ORGANIZATION

… …

FOR STAFF USE ONLY

Grant Request as a   
Percentage of the   
Projected Program Budget

%

E-MAIL… PHONE…

GRANT REQUEST PROJECTED BUDGET (CASH ONLY/excluding In-kind)

… …

IS THIS A FIRST-TIME GRANT REQUEST? YES NO

⭘ ⭘

If the answer to the above question was NO, in what year did you first receive funding for this initiative? \_\_\_\_\_\_\_\_\_\_

GRANT STREAM – Please check the one that applies to this application:

New Initiative Program or Project Annual Programming

A.2 Organizational Description / Client Profile

*Please complete a separate Client Profile. (if you have submitted one in the past, please confirm that it is up to date).*

PLEASE CHECK BELOW TO INDICATE …

|  |  |
| --- | --- |
| ⬜ | *that you have submitted a new Client Profile with this application OR* |
| ⬜ | *that you have an Client Profile already on file that is up to date* |

A.3 Eligibility Check

To be eligible to receive Programming & Project Assistance through the Program & Project Grants funding stream, applicants must have an arts-primary mandate OR must be able to identify arts, culture and/or heritage as a key purpose of the organization:

Eligible applicant categories are listed below:

PLEASE CHECK ANY OR ALL THAT APPLY TO YOU:

|  |  |  |
| --- | --- | --- |
| ⬜ | A. | a non-profit organization, registered under the BC Society Act |
| ⬜ | B. | a recognized arts group with an equivalent (e.g. out-of-province) non-profit designation |
| ⬜ | C. | a recognized charity, granted charitable status by the Canada Revenue Agency  OR, IF NONE OF THE ABVOE APPLY |
| ⬜ | D. | a recognized arts, cultural or heritage group with an established history in the community |
| ⬜ | E. | a recently-formed arts group or cultural collective (not yet incorporated as a non-profit society), working in an area of emerging artistic or cultural practice |
| ⬜ | F. | an arts group or collective, partnering with an eligible non-profit society for the purposes of this grant application |

A.4 Applicant/Society Status/GST Number

*If you checked A, B or C above, please provide the following information:*

**OFFICIAL SOCIETY OR CHARITY NAME, IF DIFFERENT FROM THE NAME PROVIDED ABOVE:**

**BC society number: and/or charity number:**

GST NUMBER:

is your organization currently in good standing? YES NO

⭘ ⭘

IF YES, PLEASE provide PROOF OF GOOD STANDING ATTACHED ⬜

If you checked D or E above, when – if at all – do you plan or expect to apply for non-profit status?

…

If you checked F above, please identify the eligible non-profit society that you are partnering with for the purposes of this grant application and provide their society number.

…

(B) A R T I S T I C - C U L T U R A L I M P A C T

EVALUATION CRITERIA

The Arts & Culture Grants Policy identifies four evaluation criteria in respect of artistic-cultural impact:

* Artistic Merit  
  Does the proposal demonstrate artistic interest, creative vitality or cultural value? Does it display quality in respect of: curation, participation, performance, presentation or production?
* Creativity and Innovation  
  Creativity and innovation take many forms. What does innovation mean for your organization within your field of artistic and cultural practice?
* Uniqueness of Program  
  Proposals may complement but should not duplicate existing program offerings.
* Intended Outcomes of Program or Project

How successfully do the proposed activities meet the program and funding objectives laid out for Program & Project Grants?

Policy states that, where applicable, funding priority is to be awarded to programming that fosters the development of emerging arts and cultural practices.

B.1 Program Outline

NAME OF THE PROGRAM OR PROJECT

…

PROPOSED DATES:

…

LOCATION(S):

…

PROGRAM DESCRIPTION

Provide a brief outline of the program (annual activity) or project.

(150–200 WORDS)

…

B.2 Creative Goals & Outcomes

How does the program advance your mission and mandate as an organization?

Identify artistic/creative goals and objectives of the program and provide intended outcomes or impacts. Identify key metrics for success!

If this is not the first year of the program, identify any changes, improvements or new directions required to strengthen the desired outcomes.

(250 WORDS)

…

B.3 Artists, Performers and Creative Contributors

Help us understand who is involved, the experience they bring and the role they play in benefiting your program or activity.

Please list:

* creative leads
* ARTISTS, entertainers, performers and other creative talent key artists, groups, performers with links and please let us know whether or not they are confirmed to attend.

(INSERT OR ATTACH LIST)

…

B.4 Creativity & Innovation

Demonstrate how your program or project is creative and innovative in its field.

Does this years’ program / project

* move the art form into innovative areas?
* move your own programming & practices in new directions?
* offer something different or new to North Vancouver audiences?
* keep your programming interesting and fresh?

If so, please describe how?

(200–250 WORDS)

…

B.5 Support Materials – Program Impact

ELECTRONIC ATTACHMENTS:

Where available, please attach the following support materials in the electronic submission:

|  |  |
| --- | --- |
| ⬜ | PHOTOS from previous year’s event(s)\*   * minimum of three (3), maximum of fifteen (5) * submit as print quality .jpg files (max 3)   – we do not accept .pdf pages or slideshows   – we do not accept printed copies of photos |
| ⬜ | LINKS to VIDEO |

*\* 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) C O M M U N I T Y B E N E F I T & I M P A C T

EVALUATION CRITERIA

Policy identifies three evaluation criteria in respect of community benefit and impact:

* Demonstrated Need for the Project  
  Do the program or project fill a need in the community that is not served in any other way? Who does the project serve? Who is the target audience or participant group? How do you address issues of inclusion for diverse, underserved or otherwise marginalized populations?
* Level of Service, including number of people served
* Level of Volunteer Involvement  
  Volunteer involvement and the quality of the volunteer experience are important indicators of community engagement. It is not an expectation of the Arts & Culture Grants program that artists and creative professionals be expected to volunteer their time.

Policy states that, where applicable, funding priority is to be given to programs, projects and activities that target underserved sections of the population.

C.1 Attendance and Participation

ATTENDANCE TARGET, 2024 TOTAL HOURS OF PROGRAMMING

… …

REPORT ON PREVIOUS YEARS’ ATTENDANCE PROGRAMMING HOURS IN PREVIOUS YEARS

2023: … 2023: …

2022: … 2022: …

2021: … 2021: …

NOTES ON ATTENDANCE

Please indicate below how you arrive at your attendance reports. Are they a best estimate or are they based on admission counts? Is there rationale for an increase or decrease in attendance over the years? Please explain any differences.

…

C.2 Target Audience

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

**(150 words)**

…

C.3 Social Media

*Please identify the various social media platforms you use:*

**facebook:** **twitter:**

[www.facebook.com/](about:blank) @

**event hashtag: instagram:**

# @

**SNAPCHAT: YOU TUBE CHANNEL:**

… …

C.4 Promotion Plan

Describe your promotional plan and activites to promote the program or project. How do you plan to reach your target audience(s)?

**(250 words)**

…

C.5 Access & Inclusion: Serving a Diverse Community

Programming & Project Assistance grants support programs, projects and other initiatives targeted at minority or marginalized populations that have traditionally been underserved or that often face challenges accessing services in the community.

Does your program specifically serve one or more of the following underserved populations? (check all that apply)

* (local) First Nations &/or urban Indigenous populations
* immigrant populations, people of colour or ethnic and cultural minorities
* trans- and/or LGBTQ2+ populations
* adults, children and families from low income back-grounds or those living in poverty
* adults, children and families with physical or developmental disabilities
* adults, children and families from other minority, underserved or traditionally marginalized populations
* other specific group your program or project services.

Describe **specific steps** you are taking to identify and remove barriers to participation that might impact those who you have listed above.

(250–300 words)

…

C.6 Volunteers & Interns

How many volunteers and/or interns are engaged in the delivery of the program?   
Please include past years as a comparison and note any reasons for change.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NUMBER OF VOLUNTEERS | | VOLUNTEER HOURS | | REASON FOR CHANGE |
| 2024 | (projected) | 2024 | (projected) |  |
| 2023 |  | 2023 |  |  |
| 2022 |  | 2022 |  |  |
| 2021 |  | 2021 |  |  |

ROLE OF VOLUNTEERS

What kind of roles did volunteers fill? What do volunteers gain from the experience of working with you?

**(100 words)**

C.7 Support Materials – Marketing Collateral

If available, please attach the following support materials (from previous years):

|  |  |
| --- | --- |
| ⬜ | (sample) print media ads (max 2) |
| ⬜ | Posters or other print materials (max 2) |
| ⬜ | on-line and/or social media promotion (max 2) |
| ⬜ | Links to radio or TV spots or other coverage (max 2) |

(D) O R G A N I Z A T I O N A L C A P A C I T Y A N D N E E D

EVALUATION CRITERIA

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

* Ability 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 Program & Projects grant).
* Evidence of Funding from Other Sources  
  Grants cannot underwrite 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? What is the current financial position of the organization? Does the requested budget and financial information demonstrate a “need” for grant support to deliver the program?

Grants may be awarded up to a maximum of $12,500 or 30% of the eligible project budget.

Groups who are not (or are in the process but not yet) registered as a not-for-profit organization may be eligible to be considered for grants up to $7,500 or up to 40% of the eligible project budget. Eligibility for those groups who are not registers as a not-for-profit, should contact the grant administrator at [arts-grants@nvrc.ca](mailto:arts-grants@nvrc.ca) prior to submitting the application form.

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

D.1 Funding Request

If you indicated that you have received a past grant at the top of this application, please indicate for how many consecutive past years you have received funding in this category. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please complete the following information for the last three years in which funding was received.

GRANT YEAR GRANT RECEIVED REPORTED EXPENDITURES

2023: $ $

2022: $ $

2021: $ $

Have you received a grant in another category in the past? If yes, please indicate which category, the year you received the grant and the amount received.

D.2 Program Budget and Financial Information

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

|  |  |
| --- | --- |
| ⬜ | PROGRAMMING & PROJECT ASSISTANCE BUDGET FORM   * available on a separate MS Excel form |
| ⬜ | FINANCIAL STATEMENTSfor 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 |

D.3 Why is Funding Needed?

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

**(100 words)**

…

D.4 Other Sources of (Community) Support

Please list below or include in the budget and provide details in the Notes tab:

* sources of community support and/or local business sponsorships   
  (that you are seeking or have secured)
* Any in-kind support (free support – attach a market value to this support)
* Any foundation grants and/or government funding (please identify if requested or received)

What challenges, if any, do you face in seeking the support of the community? Briefly describe your outreach activities in seeking community support.

**(150 words)**

D.5 Cost of Participation

What is the cost of participation at and/or admission to your events? How did you determine the price point?

In respect of your pricing strategy, how do you target the provision of services to adults, children and families from low income backgrounds or those living below the poverty line?

**(100–150 words)**

D.6 Building Capacity / Planning for Sustainability

**Programming & Project Assistance grants are not intended to provide continuing, indefinite support for the same activity. As a general rule, policy states that groups will be eligible to apply annually for the same program or programs for up to five (5) years.**

Are you an Applicant seeking support beyond five years

**Please indicate YES NO**

⭘ ⭘

**Any application seeking funding beyond five years will be subject to review and must be able to demonstrate the ongoing value of the municipalities’ grant investment in the proposed program**.

If this applies to your situation, do you have a business plan, detailing the resources and strategies required to sustain the program, project or event in a financially responsible manner beyond the first five years of the project? (This may or may not include grant support)

**Please indicate YES NO**

⭘ ⭘

If YES, please attach a copy to this application ATTACHED

⬜

If NO, your application beyond five years will not be accepted. For further information, please contact the Program Officer.

D E C L A R A T I O N & S I G N A T U R E S

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

**SIGNATURE OF PERSON FILING THE APPLICATION NAME**

…

**TITLE WITH ORGANIZATION**

…

**DATE**

…

The application may be submitted with the electronic signature (if available) of the Primary Contact identified on page 2 of this form …

OR the signature page may be sign this application, and submit a scanned copy of the entire application that includes the Primary contact’s signature.

Application Package

Applications should consist of an *‘Application Form’* and a *‘Budget Form’* **PLUS** support materials as requested. 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. Where the application is incomplete, it will be considered not received and not be adjudicated.

Electronic Submission

All materials must be submitted electronically. Hard copy submissions will only be accepted under exceptional circumstances. Please contact [arts-grants@nvrc.ca](about:blank) to discuss alternate forms of delivery.

File Share

The preferred method of electronic submission is via a web-based file-share platform (e.g. Dropbox, OneDrive, WeTransfer). Please ensure there are no passwords, email addresses nor time limits on any of the links for your submission.

No Fax or E-Mail Submissions

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