2018 Arts and Culture Grants

Programming & Project Assistance

Application Form

Annual Programming Support

Major Funding Stream, $5,000–$25,000

Programming & Project Assistance Grants for '*Annual Programming Support: Major Funding Stream*' provide financial support for a wide range of creative, artistic and cultural initiatives:

- *that demonstrate a high level of artistic practice*
- *that directly engage the creative participation of the community*
- *that offer clearly-articulated benefits to the community*
- *that meet clear community need and/or target underserved sections of the population*
- *that foster the development of emerging arts and cultural practices, or*
- *that involve multi-organizational collaborations in value-added partnerships*

GENERAL INFORMATION

1. Applicant Organization

NAME OF ORGANIZATION

MAILING ADDRESS

CITY   **PROVINCE**   **POST CODE**

          BC

2. Primary Contact *(person completing application)*

NAME   **TITLE WITH ORGANIZATION**

E-MAIL   **PHONE (1)**   **PHONE (2)**

3. Eligibility Check

To be eligible to receive a Programming & Project Assistance Grant for *'Annual Programming Support,'* applicants **must** have an arts-primary mandate.

Eligible applicant categories are listed below:
PLEASE CHECK ANY THAT APPLY TO YOU:

A. a non-profit organization, registered under the new BC Society Act

B. a recognized arts group with an equivalent or associated non-profit designation

C. a recognized charity, granted charitable status by the Canada Revenue Agency

D. a recently-formed arts group or collective not yet incorporated as a non-profit society

E. an arts group or collective, partnering with an eligible non-profit society for the purposes of this grant application

F. an arts group or collective working in an area of emerging artistic or cultural practice, including with youth or with diverse communities

If you checked A, B or C (above), …
PROVIDE YOUR OFFICIAL SOCIETY OR CHARITY NAME, ESPECIALLY IF DIFFERENT FROM THE NAME PROVIDED ON PAGE 1

YOUR SOCIETY NUMBER   **AND/OR YOUR CHARITY NUMBER**

IS YOUR ORGANIZATION CURRENTLY IN GOOD STANDING?   **YES**   **NO**
                                                                 ⭘   ⭘

IF YES, PLEASE PROVIDE PROOF OF GOOD STANDING   **ATTACHED**
                                                              ⭘

If you checked D (above), …
WHEN DO YOU EXPECT TO APPLY FOR NON-PROFIT STATUS?

If you checked E (above), …
PLEASE IDENTIFY THE ELIGIBLE NON-PROFIT WITH WHOM YOU ARE PARTNERING FOR THE PURPOSE OF THIS GRANT APPLICATION

4. Applicant Profile

If you are a returning client with an established grant history (i.e. for five years or more), **and** you submitted a grant request last year, your 'Applicant Profile' will be kept on file for up to a maximum of three years.

⭘ check here to indicate that you have submitted a new 'Applicant Profile' with this application

⭘ check here to indicate that you have an 'Applicant Profile' on file

It is the responsibility of the applicant to keep their 'Applicant Profile' updated as the organization changes over time.

ARTISTIC IMPACT

Policy identifies four areas of evaluation that speak to *'artistic impact'*:

- *Artistic Merit*
- *Creativity and Innovation*
- *Uniqueness of Program*
- *Value of Intended Outcomes*

5. Program Outline

NAME OF THE PROGRAM OR PROGRAMS FOR WHICH FUNDING IS SOUGHT

PROVIDE A BRIEF SYNOPSIS OF THE PROGRAM(S) OR ACTIVITY FOR WHICH FUNDING IS SOUGHT. DESCRIBE WHAT THE PROGRAM ENTAILS AS WELL AS WHEN AND WHERE IT TAKES PLACE. (250 WORDS)

6. Summary of Artists Involved

IDENTIFY THE KEY ARTISTS, CURATORS, EDUCATORS, PERFORMERS OR OTHER CREATIVE INDUSTRY PROFESSIONALS WHO WILL DELIVER THE PROGRAM. WHAT MAKES THEM ESPECIALLY WELL-SUITED TO THIS INITIATIVE? (150 WORDS)

7. Program Objectives

IDENTIFY YOUR KEY <u>ARTISTIC</u> GOALS & OBJECTIVES FOR THE PROGRAM(S) IDENTIFIED ABOVE.

RELATE THESE TO THE TARGETED FUNDING OBJECTIVES FOR THE PROGRAMMING & PROJECT ASSISTANCE PROGRAM. (150 WORDS)

8. Measuring Progress

IN RESPECT OF THE PROGRAM OBJECTIVES OUTLINED ABOVE, HOW DO YOU MEASURE SUCCESS?

WHAT STEPS ARE YOU TAKING, IF ANY ARE REQUIRED, TO IMPROVE ON PREVIOUS YEARS' OUTCOMES? (150 WORDS)

9. Artistic Innovation

TO WHAT EXTENT IS THE PROPOSED PROGRAM DISTINCT OR INNOVATIVE OR NEW IN THE CONTEXT OF OTHER OFFERINGS AVAILABLE ON THE NORTH SHORE?

NOT AT ALL	NOT SIGNIFICANTLY	SOMEWHAT DIFFERENT	FAIRLY DISTINCT	TOTALLY UNIQUE
◯	◯	◯	◯	◯

IN RELATION TO ANY COMPARABLE OFFERINGS ON THE NORTH SHORE, WHAT IS DIFFERENT, INNOVATIVE OR NEW ABOUT YOUR PROGRAM? (100 WORDS)
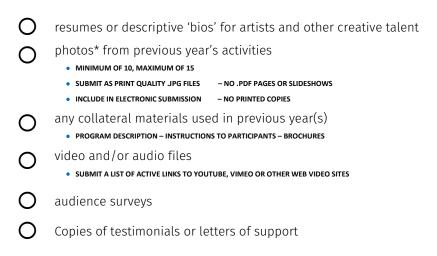
10. Creative Partnerships *(if applicable)*

IDENTIFY ANY PARTNERSHIPS INVOLVED IN THE CREATION AND DELIVERY OF THE PROGRAM(S) PROPOSED.

WHAT VALUE DOES THE PARTNER ORGANIZATION BRING TO THE PROGRAM? (150 WORDS)

11. Support Materials – Artistic Impact

Attach 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 10, MAXIMUM OF 15**
  - **SUBMIT AS PRINT QUALITY .JPG FILES**   **– NO .PDF PAGES OR SLIDESHOWS**
  - **INCLUDE IN ELECTRONIC SUBMISSION**   **– NO PRINTED COPIES**

○ any collateral materials used in previous year(s)
  - **PROGRAM DESCRIPTION – INSTRUCTIONS TO PARTICIPANTS – BROCHURES**

○ video and/or audio files
  - **SUBMIT A LIST OF ACTIVE LINKS TO YOUTUBE, VIMEO OR OTHER WEB VIDEO SITES**

○ audience surveys

○ Copies of testimonials or letters of support

* 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.

COMMUNITY BENEFIT & IMPACT

Policy identifies four sets of criteria that speak to **'community benefit and impact'**:

- *Demonstrated Need*
- *Level of Service*
- *Level of Volunteer Involvement*
- *Evidence of Community Partners & Support*

12. Participation Metrics

TOTAL NUMBER OF PEOPLE YOU EXPECT TO ATTEND YOUR ACTIVITY OR PARTICIPATE IN YOUR PROGRAM(S).

TOTAL NUMBER OF PEOPLE THAT ATTENDED YOUR ACTIVITY OR PARTICIPATED IN YOUR PROGRAM(S) IN PREVIOUS YEARS.

2017 ....

2016 ....

2015 ....

TOTAL HOURS OF PROGRAMMING PROPOSED AS PART OF THIS APPLICATION.

TOTAL HOURS OF PROGRAMMING IN PREVIOUS YEARS.

2017 ....

2016 ....

2015 ....

The value of participation is <u>not</u> measured simply by the numbers of people in attendance, but by the quality of participation or depth of impact that the program offers to those who take part.

DESCRIBE THE IMPACT ON PARTICIPANTS OF THEIR ATTENDANCE AT OR INVOLVEMENT IN THE PROGRAM. (150 WORDS)

13. Access and Inclusion

Are you taking steps to ensure that your program is accessible &/or inclusive with respect to …

	YES	NO
PEOPLE WITH MOBILITY CHALLENGES AND/OR PHYSICAL DISABILITIES?	○	○
ADULTS &/OR CHILDREN WITH DEVELOPMENTAL DISABILITIES?	○	○
MEMBERS OF THE LGBTQ COMMUNITY?	○	○
(LOCAL) FIRST NATIONS &/OR URBAN INDIGINOUS PEOPLES?	○	○
PEOPLE FROM ETHNIC AND CULTURAL MINORITIES?	○	○
LOW INCOME PEOPLE & FAMILIES?	○	○
OTHER UNDERSERVED POPULATIONS IN THE COMMUNITY?	○	○

PLEASE SPECIFY

DESCRIBE HOW YOU ARE WORKING WITH THE IDENTIFIED POPULATION(S) TO IDENTIFY AND REMOVE BARRIERS IMPACTING THEIR PARTICIPATION.

#1.

#2.

#3.

#4.

ATTACH EXTRA SHEETS IF REQUIRED.

14. Target Audiences & Promotion

IDENTIFY YOUR KEY TARGET MARKET OR DEMOGRAPHIC.

OUTLINE YOUR PLAN TO REACH AND DEVELOP THIS AUDIENCE. (150 WORDS)

15. Social Media

FACEBOOK: www.facebook.com/

TWITTER: @

EVENT HASHTAG: #

INSTAGRAM: @

SNAPCHAT:

YOU TUBE CHANNEL:

WHAT ARE YOUR SOCIAL MEDIA TARGETS?

16. Volunteers & Interns

DO YOU ENGAGE VOLUNTEERS &/OR INTERNS IN THE DELIVERY OF THE PROPOSED PROGRAM, PROJECT OR INITIATIVE?

◯　　◯
YES　　NO

IF YES, HOW MANY?

WHAT DO THEY DO? HOW DO THEY CONTRIBUTE TO THE SUCCESS OF THE ACTIVITY? WHAT DO THEY GAIN FROM THE EXPERIENCE OF WORKING WITH YOU? (125 WORDS)

17. Support Materials – Marketing Collateral

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

print ads

on-line ads, social media promotion

posters

radio or TV spots

media coverage

ORGANIZATIONAL CAPACITY AND/OR NEED

Policy identifies three areas of assessment in respect of **'organizational capacity and/or need'**:
- *Ability to Deliver the Program, Project or Initiative*
- *Evidence of Financial Need*
- *Evidence of Funding from Other Sources*

18. Funding Request

2018 GRANT REQUEST   **2018 BUDGET**

IS THIS YOUR FIRST GRANT REQUEST TO SUPPORT THIS PROGRAM? (DO NOT COUNT MINOR VARIATIONS IN PROGRAM CONTENT OR DELIVERY AS A NEW PROGRAM)

    YES   NO

    ◯   ◯

IF NO, IN WHAT YEAR DID YOU FIRST RECEIVE A GRANT?

> FOR STAFF USE ONLY
>
> Grant Request as a Percentage of the Projected Program Budget
>
> **%**

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

GRANT YEAR	GRANT RECEIVED	REPORTED EXPENDITURES
2017		
2016		
2015		

19. Cost of Participation

WHAT IS THE COST OF PARTICIPATION AT &/OR ADMISSION TO YOUR PROGRAM(S)?

SPEAK TO THE RATIONALE BEHIND YOUR PRICING STRATEGY?

20. Why is Funding Needed?

WHAT, SPECIFICALLY, WILL THE GRANT BE USED FOR? (100 WORDS)

IF THE CURRENT PROGRAM HAS BEEN RECEIVING AN ARTS & CULTURE GRANT SUPPORT FOR FIVE (5) YEARS OR LONGER, HOW WILL THE GRANT HELP YOU EXPAND &/OR IMPROVE YOUR ACTIVITIES? (100 WORDS)

21. Other Sources of Support?

LIST OTHER SOURCES OF COMMUNITY SUPPORT, CORPORATE SPONSORSHIP, FOUNDATION GRANTS OR GOVERNMENT FUNDING THAT YOU ARE SEEKING OR HAVE SECURED.

22. Building Capacity / Planning for Sustainability

DO YOU HAVE A BUSINESS PLAN, DETAILING THE RESOURCES REQUIRED TO SUSTAIN OR TO DEVELOP THE PROGRAM IN A FINANCIALLY RESPONSIBLE MANNER?

YES	NO
◯	◯

IF YES, PLEASE ATTACH A COPY TO THIS APPLICATION

ATTACHED
◯

IF NO, WHAT ARE YOUR PLANS, IN BRIEF OUTLINE, TO ACHIEVE FINANCIAL SUSTAINABILITY? (100 WORDS)

23. Program Budget and Financial Information

Please confirm below that you have submitted the budget and financial information required as part of this application:

a completed ***Programming & Project Assistance Grant: Budget Form***

- **AVAILABLE ON A SEPARATE MS EXCEL FORM**

a copy of your ***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 SHEET**

STAFF USE ONLY

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

DATE

Electronic copies of the application may be submitted either with an electronic signature (if available), or without a signature as long as the hard copy submission includes an original signature. In order to maintain the functionality of this document for staff use, please do NOT submit a printed and scanned copy of the application.

SUBMISSIONS & ENQUIRIES

All application materials are available on the website at:

https://www.nvrc.ca/arts-culture/grants/programming-projects

Before completing this application form, please read the **Program Guidelines** for *Programming & Project Assistance* grants, including eligibility and evaluation criteria as well as submission requirements. These are available on the website at:

https://www.nvrc.ca/arts-culture/grants/programming-projects

Email enquiries can be directed to: *grants@nvrc.ca*

Phone questions can be directed to grants program staff at: *(604) 983-6466*

Check the **Program Guidelines** and submit the completed grant application package, including all required support materials to:

> *Arts & Culture Grants,*
> *Delbrook Community Recreation Centre*
> *851 West Queens Road*
> *North Vancouver, BC V7N 4E3*

Early Intake: Grant Applications will be accepted from
Monday September 25th, 2017 to *Tuesday October 17th*, 2017 at 4:30 pm
(for eligible activities that commence or that take place in the period from January 1st to May 31st, 2018)

Main Intake: Grant Applications will be accepted from
Monday February 5th, 2018 to *Tuesday February 27th*, 2018 at 4:30 pm
(for eligible activities that commence or that take place in the period from June 1st to December 31st, 2018)