

2018 Arts and Culture Grants
Celebrations & Events Grants

Application Form

Community Events

Grants up to \$6,500

Celebrations & Events Grants for 'Community Events' seek to support the development of new events and to encourage the growth and development of existing events that foster community connection and that contribute to residents' sense of belonging, identity and place. Grants are available to events:

- *that foster connection through shared community congregation and experiences*
- *that evoke a sense of celebration*
- *that provide an expression of the diversity and uniqueness of our community*
- *that meet a clear community need and/or target underserved sections of the population, and*
- *that offer opportunities for local creative talent*

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.

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

Eligible applicant categories are listed below:

PLEASE CHECK ANY 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 ethnic or cultural group
- ☐ a local community association
- ☐ a business association or BIA
- ☐ another recognized community group

PLEASE SPECIFY

If you identify as a registered non-profit society or charitable organization, please complete the following:

PROVIDE YOUR OFFICIAL SOCIETY OR CHARITY NAME, IF DIFFERENT FROM THE NAME PROVIDED ON PAGE 1

YOUR BC 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

☐

4. Applicant Profile

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

PLEASE CHECK BELOW TO INDICATE ...

- ☐ *that you have submitted a new 'Applicant Profile' with this application*
- ☐ *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.

PROGRAMMING MERIT and IMPACT

Policy identifies two areas of evaluation that speak to **'programming merit and impact'**:

- *Program Mix (i.e. interesting and engaging mix of activities)*
- *Value of Intended Outcomes*

5. Event Summary

NAME OF THE EVENT

WHEN AND WHERE DOES THE EVENT TAKE PLACE?

DESCRIBE THE PROGRAMMING AND PLANNED ACTIVITIES AT THE EVENT. (150 WORDS)

6. Program Objectives & Outcomes

WHAT ARE THE INTENDED OUTCOMES OF PUTTING ON THE EVENT? REFER TO THE FUNDING OBJECTIVES FOR 'COMMUNITY EVENTS' GRANTS. (125 WORDS)

WHAT, IF ANYTHING, DO YOU NEED TO DO DIFFERENTLY THIS YEAR TO ACHIEVE THE DESIRED OUTCOMES? (100 WORDS)

7. Support Materials – Program Impact

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

- ☐ a list of the artists, performers and other creative talent expected to be part of the event
- ☐ 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
- ☐ 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*
- *Public Accessibility*
- *Level of Volunteer Involvement*

8. Attendance and Participation

EVENT VENUE	MAXIMUM VENUE CAPACITY
ATTENDANCE TARGET FOR 2018 EVENT	TOTAL HOURS OF PROGRAMMING PROPOSED FOR 2018 EVENT
PREVIOUS YEARS' ATTENDANCE	TOTAL HOURS OF PROGRAMMING IN PREVIOUS YEARS
2017:	
2016:	
2015:	

9. Access and Inclusion

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

PEOPLE WITH PHYSICAL DISABILITIES?	YES	NO
	<input type="radio"/>	<input type="radio"/>
ADULTS &/OR CHILDREN WITH DEVELOPMENTAL DISABILITIES?	YES	NO
	<input type="radio"/>	<input type="radio"/>

MEMBERS OF THE LGBTQ COMMUNITY?

YES

NO

☐☐

(LOCAL) FIRST NATIONS &/OR URBAN INDIGINOUS PEOPLE?

YES

NO

☐☐

PEOPLE FROM ETHNIC AND CULTURAL MINORITIES?

YES

NO

☐☐

LOW-INCOME PEOPLE & FAMILIES?

YES

NO

☐☐

OTHER UNDERSERVED POPULATIONS IN THE COMMUNITY?

YES

NO

☐☐

PLEASE SPECIFY

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

ATTACH EXTRA SHEETS IF REQUIRED.

10. Promotion Plan

OUTLINE YOUR PLAN TO REACH YOUR TARGET AUDIENCE(S). (150 WORDS)

11. Social Media

FACEBOOK: www.facebook.com/

TWITTER: @

EVENT HASHTAG: #

INSTAGRAM: @

SNAPCHAT:

YOU TUBE CHANNEL:

WHAT ARE YOUR SOCIAL MEDIA TARGETS?

12. Partnerships *(if applicable)*

IDENTIFY ANY PARTNERSHIPS INVOLVED IN THE CREATION AND DELIVERY OF THE EVENT. WHAT VALUE DO THE PARTNER ORGANIZATIONS BRING TO THE PROGRAM? (125 WORDS)

13. Volunteers & Interns

APPROXIMATELY HOW MANY VOLUNTEERS &/OR INTERNS ARE ENGAGED IN THE DELIVERY OF THE EVENT?

CALCULATE THE NUMBER OF VOLUNTEER HOURS THAT GO INTO THE DELIVERY OF THE EVENT.

LOOKING AT PREVIOUS YEARS, REPORT ON: THE NUMBER OF VOLUNTEERS

THE NUMBER OF VOLUNTEER HOURS INVOLVED IN THE DELIVERY OF THE EVENT.

2017:

2016:

2015:

WHAT DO YOUR VOLUNTEERS DO? WHAT DO THEY GAIN FROM THE EXPERIENCE OF WORKING WITH YOU?

14. Support Materials – Marketing Collateral

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

- ☐ print media ads, posters and other print materials
- ☐ on-line ads and social media promotion
- ☐ radio or TV spots
- ☐ media coverage of the event

ORGANIZATIONAL CAPACITY AND/OR NEED

Policy identifies four 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*
- *Evidence of Community Partners & Support*

15. Funding Request

2018 GRANT REQUEST

2018 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:

FOR STAFF USE ONLY

Grant Request as a
Percentage of the
Projected Program
Budget

%

16. Why is Funding Needed?

OUTLINE KEY TASKS AND PLANNING TIMELINES, AND SPEAK TO THE CHALLENGES AND OPPORTUNITIES INVOLVED IN PUTTING ON THE EVENT.

WHAT, SPECIFICALLY, WILL THE GRANT BE USED FOR?

WHAT WILL THE IMPACT BE IF YOU DO NOT RECEIVE THE REQUESTED LEVEL OF SUPPORT? (150 WORDS)

17. Other Sources of Support

LIST OTHER SOURCES OF COMMUNITY SUPPORT, FOUNDATION GRANTS, GOVERNMENT FUNDING OR LOCAL BUSINESS SPONSORSHIPS THAT YOU ARE SEEKING OR HAVE SECURED.

18. 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 **Community Events 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

DECLARATION & SIGNATURES

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.

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)